

PROCESS FLOW GUIDE TITLE SHEET

TITLE		GUIDE NUMBER DLIS-KC-4		Page 1 of 3	
PROCESSING DLA SUPPLY SUPPORT REQUESTS (SSRs)		GUIDE DATE		ORGANIZATION	
		13 April 2001		DLIS-K	
<p>PURPOSE: This procedure contains the sequence of actions necessary for Defense Logistics Information Service (DLIS) catalogers to process Condition Code 3 Supply Support Requests (SSRs). These are Defense Logistics Agency (DLA) Inventory Control Point (ICP) initiated requests for National Stock Number (NSN) assignment with DLA management and are to be processed within 45 calendar days (internal goal is 30 calendar days). The employee(s) authorized to update the Cataloging Workload Tracking (CWT), PROV-PC, and/or the Standard Automated Materiel Management System (SAMMS) varies by Branch (i.e., cataloger vs team leader). Therefore, employees selected to accomplish these tasks will do so in accordance with their applicable Branch policies.</p> <p>SCOPE: This Process Flow Guide (PFG) applies to all DLIS catalogers responsible for accomplishing tasks related to processing Condition Code 3 SSRs for DLA-managed items. Individual Repair Parts Ordering Data (IRPOD) SSR requests will be processed in accordance with (IAW) PFG DLIS-KC-12, Processing IRPOD Requests Pertaining to Nuclear Propulsion Plant Equipment (under development).</p> <p>REFERENCES:</p> <ol style="list-style-type: none"> 1. Cataloging Workload Tracking (CWT) Users Manual. 2. DoD 4100.39-M, Federal Logistics Information System Procedures Manual. 3. DoD 4140.26-M, Defense Integrated Materiel Management Manual for Consumable Items. 4. Cataloging Handbook H2, Federal Supply Classification Groups and Classes. 5. Cataloging Handbook H6, Federal Item Name Directory for Supply Cataloging. <p>ENCLOSURES:</p> <ol style="list-style-type: none"> 1. Standard SSR Cataloging Data Elements. 2. Action Taken Codes (ATCs) for DLA-Managed Items. 3. Cataloging Bar Codes on DLA-Managed Items. 4. Research Checklist (for DLA-Managed Items). 5. AH-64B Apache Item Exceptions (Activity Code CT/Weapons System Code 61). 6. Offered Items with Futures Data (Effective Dated). 7. Sending SSR Data to the Central Data Library (CDL). 8. Special Instructions for CECOM Supply Support Requests (SSRs). 9. Action Taken Codes (ATCs) that Must be Collaborated with DLIS-KA (Army). 10. NAVICP-M Managed Special Material Identification Codes (SMICs). 11. How to Order a DLA Drawing Via DSCC-VTA JEDMICS. <p>(This PFG supersedes PFG DLIS-KC-4, Processing DLA Supply Support Requests (SSRs), dated 17 April 2000.)</p>					
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ACRONYMS:

AAC - Acquisition Advice Code.
 AMC - Acquisition Method Code.
 AMSC - Acquisition Method Suffix Code.
 ASSIST - Acquisition Streamlining and Standardization Information System.
 ATC - Action Taken Code.
 CAGE - Commercial and Government Entity.
 CAGEC - Commercial and Government Entity Code.
 CD - Compact Disk.
 CDL - Central Data Library.
 CMD - Catalog Management Data.
 CWT - Cataloging Workload Tracking.
 DAC - Document Availability Code.
 DCN - Document Control Number.
 DIC - Document Identifier Code.
 DISC - Defense Industrial Supply Center.
 DLA - Defense Logistics Agency.
 DLIS - Defense Logistics Information Service.
 DODISS - Department of Defense Index of Specifications and Standards.
 DSCC - Defense Supply Center Columbus.
 DSCP - Defense Supply Center Philadelphia.
 DSCR - Defense Supply Center Richmond.
 DSN - Defense Switching Network.
 EMI - Electromagnetic Interference.
 ESDC - Electrostatic Discharge Code.
 FEDLOG - Federal Logistics Data on Compact Disk.
 FLIS - Federal Logistics Information System.
 FSC - Federal Supply Classification.
 GSA - General Services Administration.
 IAW - In Accordance With.
 IEC - Item Entry Control.
 II - Item Identification.
 IMM - Integrated Materiel Manager.
 ISC - Item Standardization Code.
 ISN - Item Serial Number.
 JEDMICS - Joint Engineering Data Management Information and Control System.
 KNN - Notification of National Codification Bureau (NCB) Processing.
 LAM - Add Catalog Management Data.
 LAR - Add Reference Number and Related Codes.

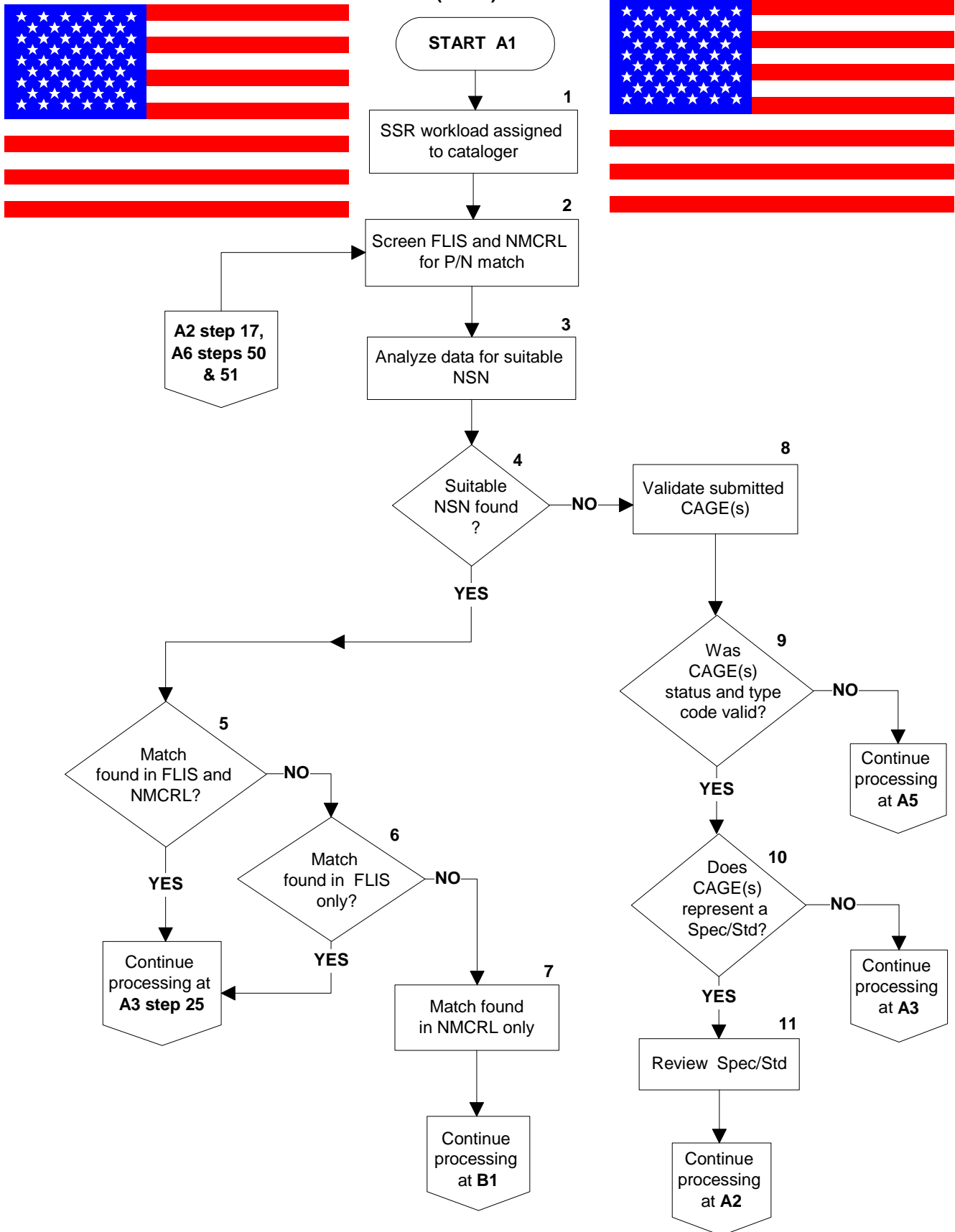
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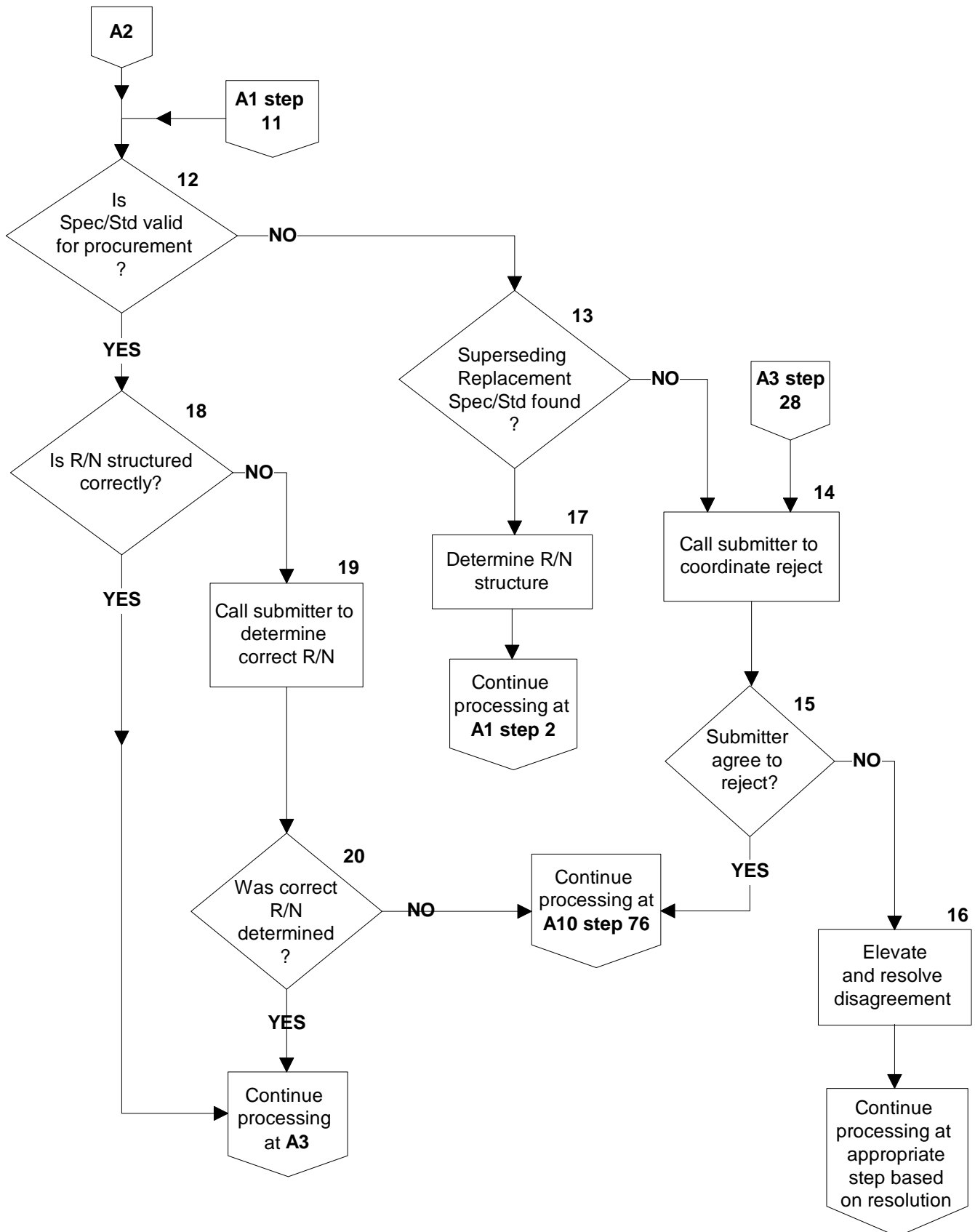
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<p>LAU - Add MOE Rule Number and Related Data.</p> <p>LCD - Change Data Element(s).</p> <p>LCM - Change Catalog Management Data.</p> <p>LMD - Multiple DIC Input.</p> <p>LNK - Request for NIIN Assignment (Reference Method).</p> <p>LOLA - Logistics On-Line Access.</p> <p>LSB - Request for Codification and for Registration on Non-U.S. Manufactured Items.</p> <p>MEDALS - Military Engineering Data Asset Locator System.</p> <p>Mfg - Manufacturer.</p> <p>MOE - Major Organizational Entity.</p> <p>MRC - Master Requirement Code.</p> <p>NATO - North Atlantic Treaty Organization.</p> <p>NCB - National Codification Bureau.</p> <p>NCC - NATO Codification Control.</p> <p>NIIN - National Item Identification Number.</p> <p>NMCRL - NATO Master Cross Reference List (CD Product).</p> <p>NSN - National Stock Number.</p> <p>ORC - Organization Routing Code (Desk Code).</p> <p>PCC - Provisioning Control Code.</p> <p>PFG - Process Flow Guide.</p> <p>POC - Point of Contact.</p> <p>P/N - Part Number.</p> <p>PROV-PC - Provisioning Points of Contact.</p> <p>RI - Routing Indicator.</p> <p>R/N - Reference Number.</p> <p>RNCC - Reference Number Category Code.</p> <p>RNJC - Reference Number Justification Code.</p> <p>RNVC - Reference Number Variation Code.</p> <p>RTC CD - Return to Country Code.</p> <p>SAMMS - Standard Automated Materiel Management System.</p> <p>SOS - Source of Supply.</p> <p>Spec/Std - Specification/Standard</p> <p>SSR - Supply Support Request.</p> <p>TASO - Terminal Area Security Officer.</p> <p>TIR - Total Item Record.</p> <p>UCC - Uniform Code Council.</p> <p>UI - Unit of Issue.</p> <p>U.S. - United States.</p>			
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PFG DLIS-KC-4-A
PROCESSING DLA SUPPLY SUPPORT REQUESTS
(SSRs)

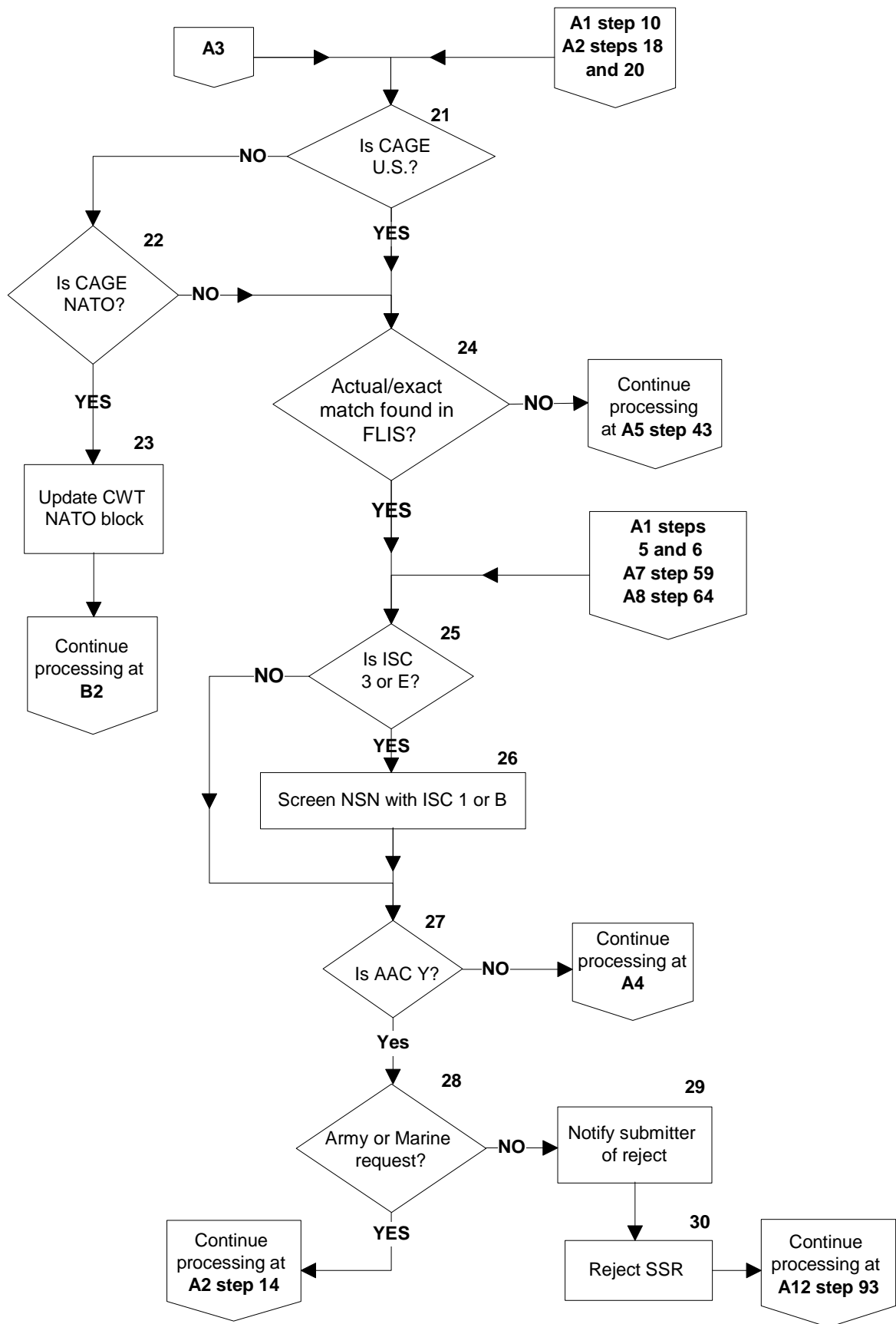
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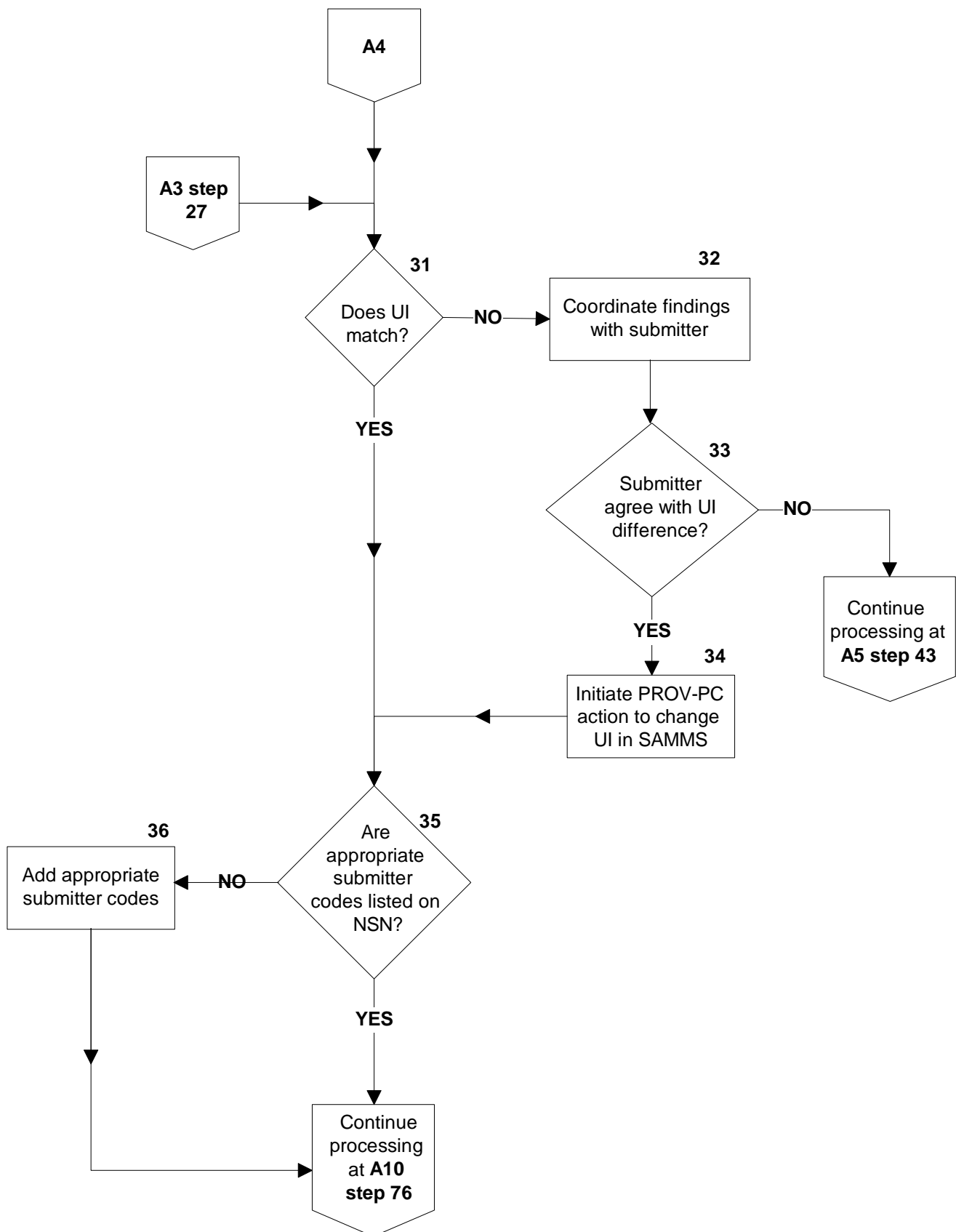
**PFG DLIS-KC-4-A
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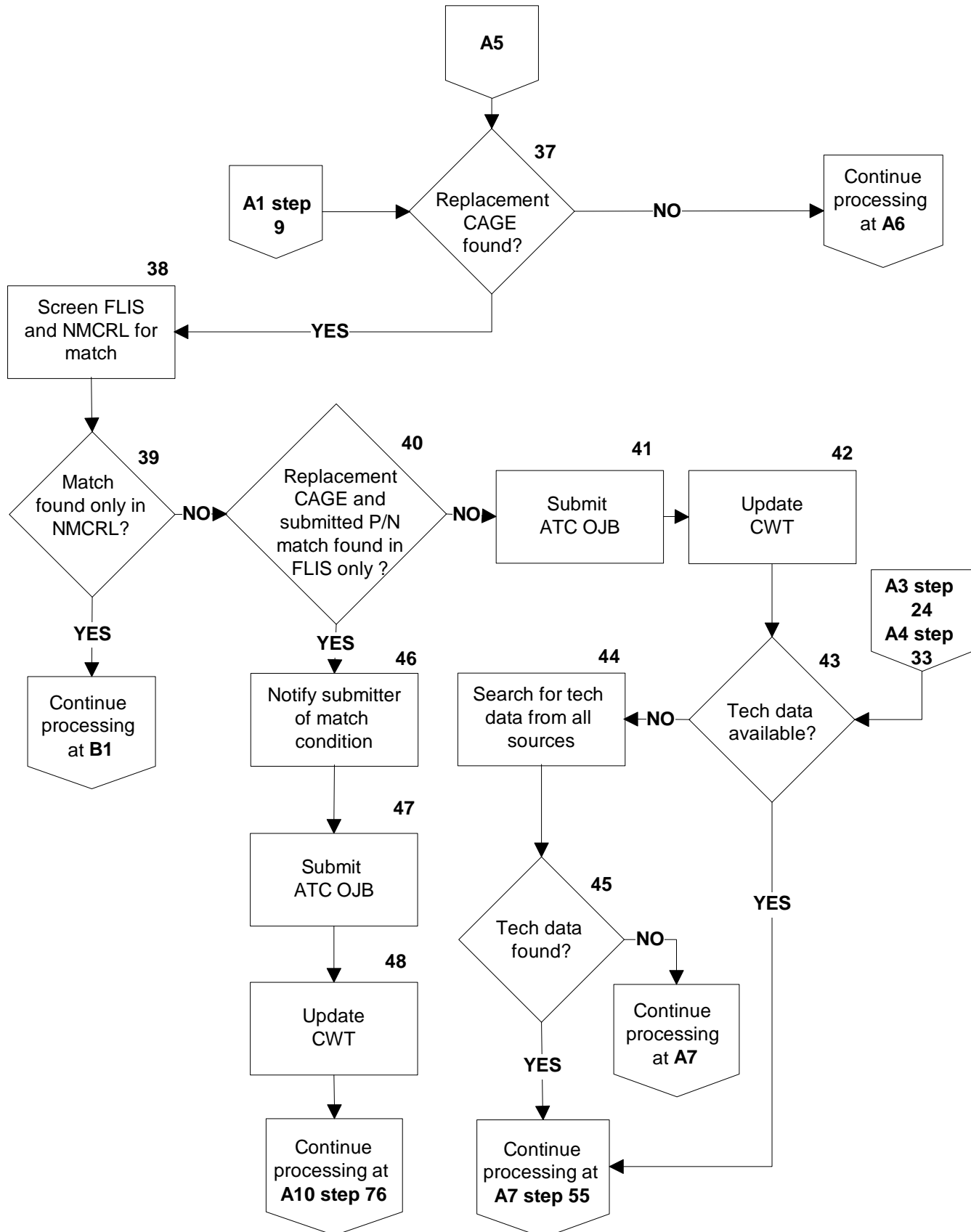
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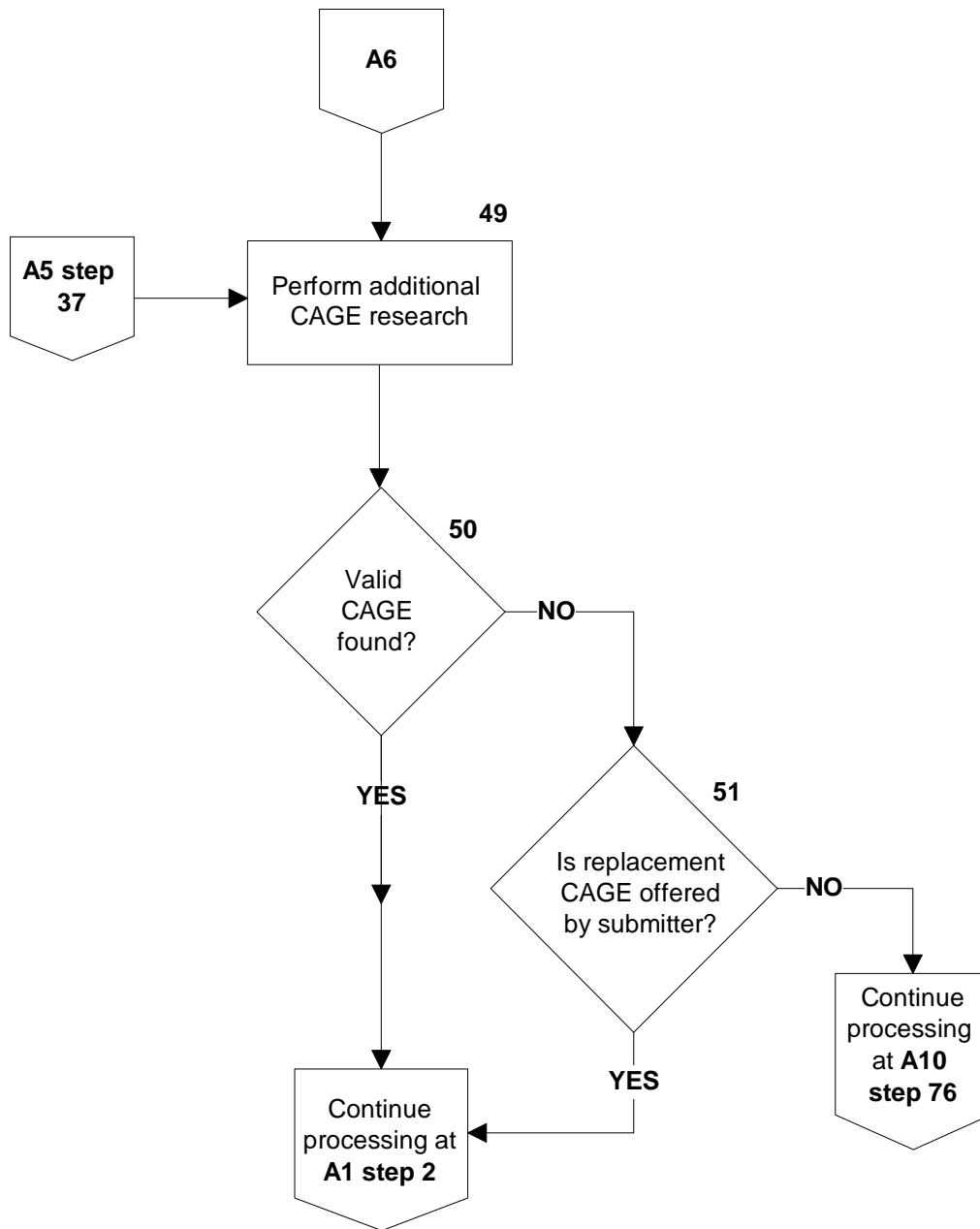
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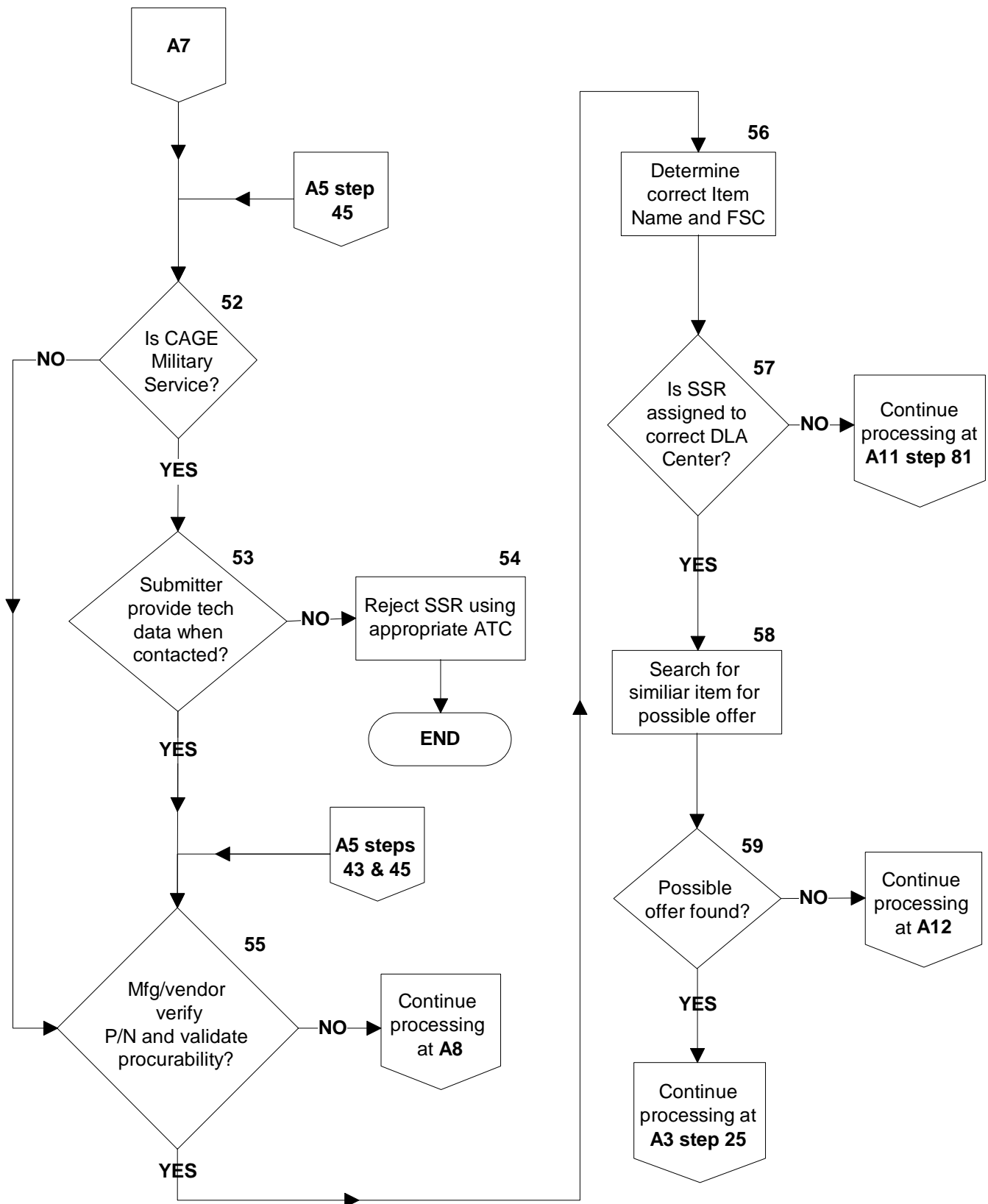
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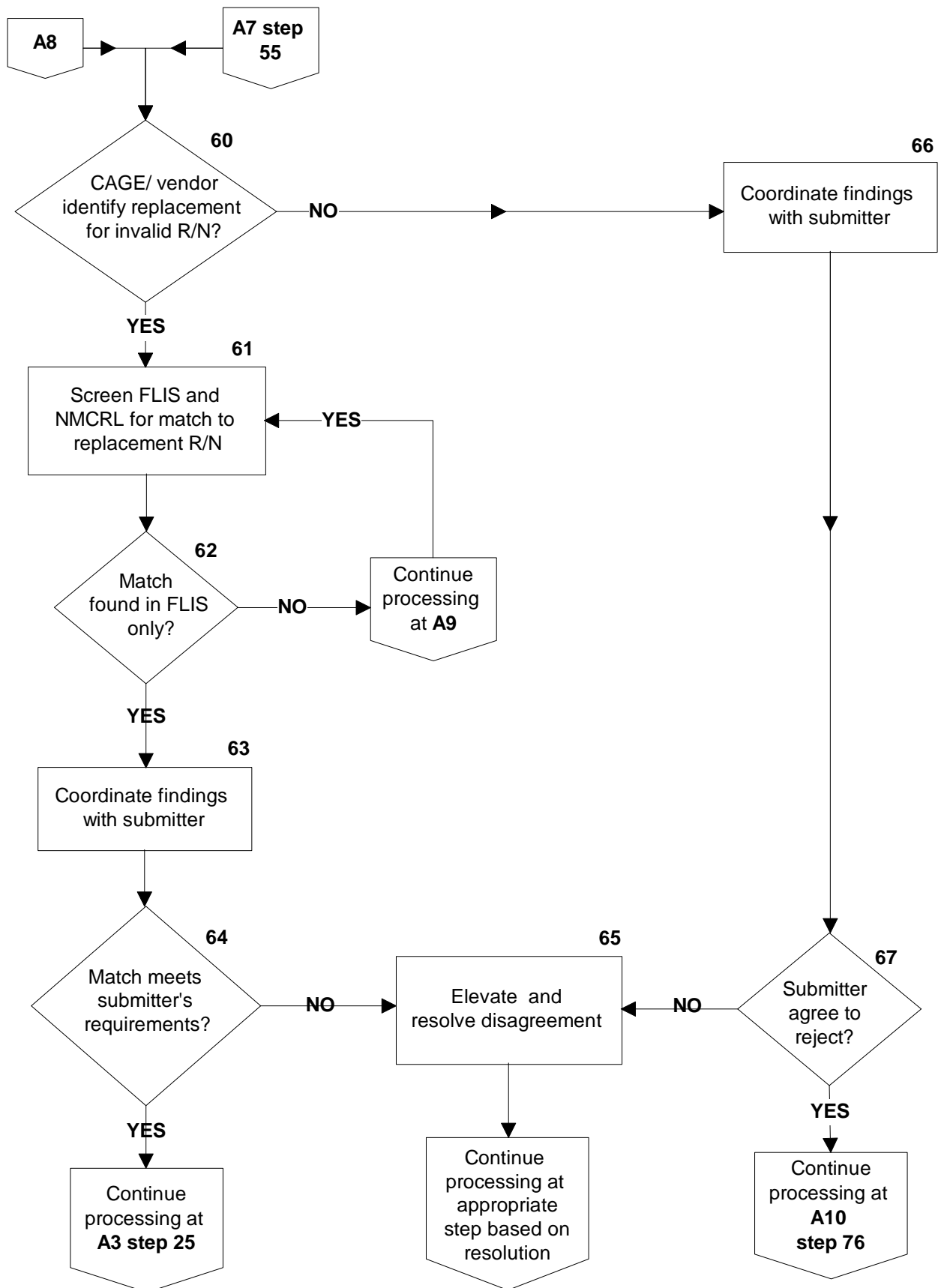
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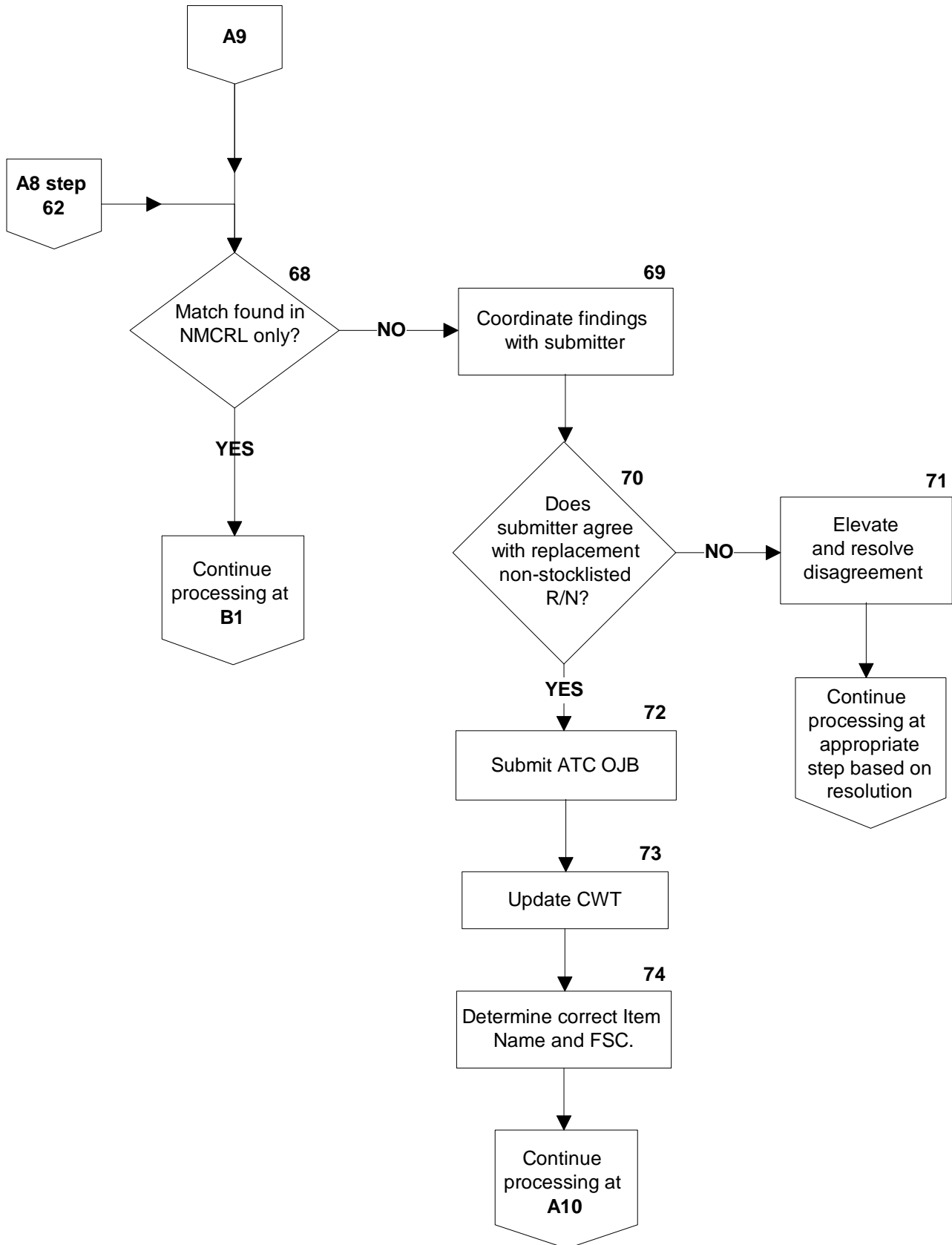
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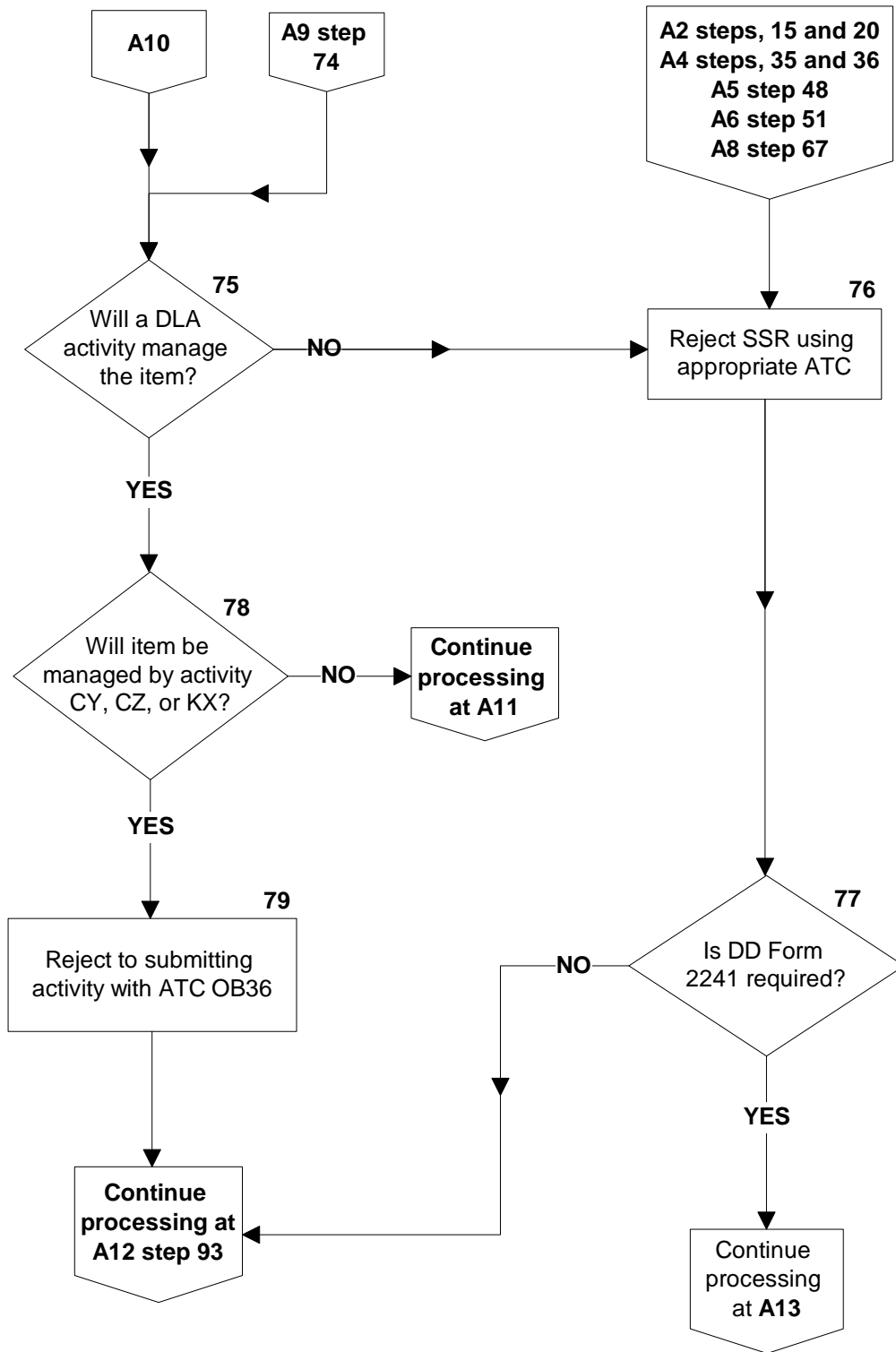


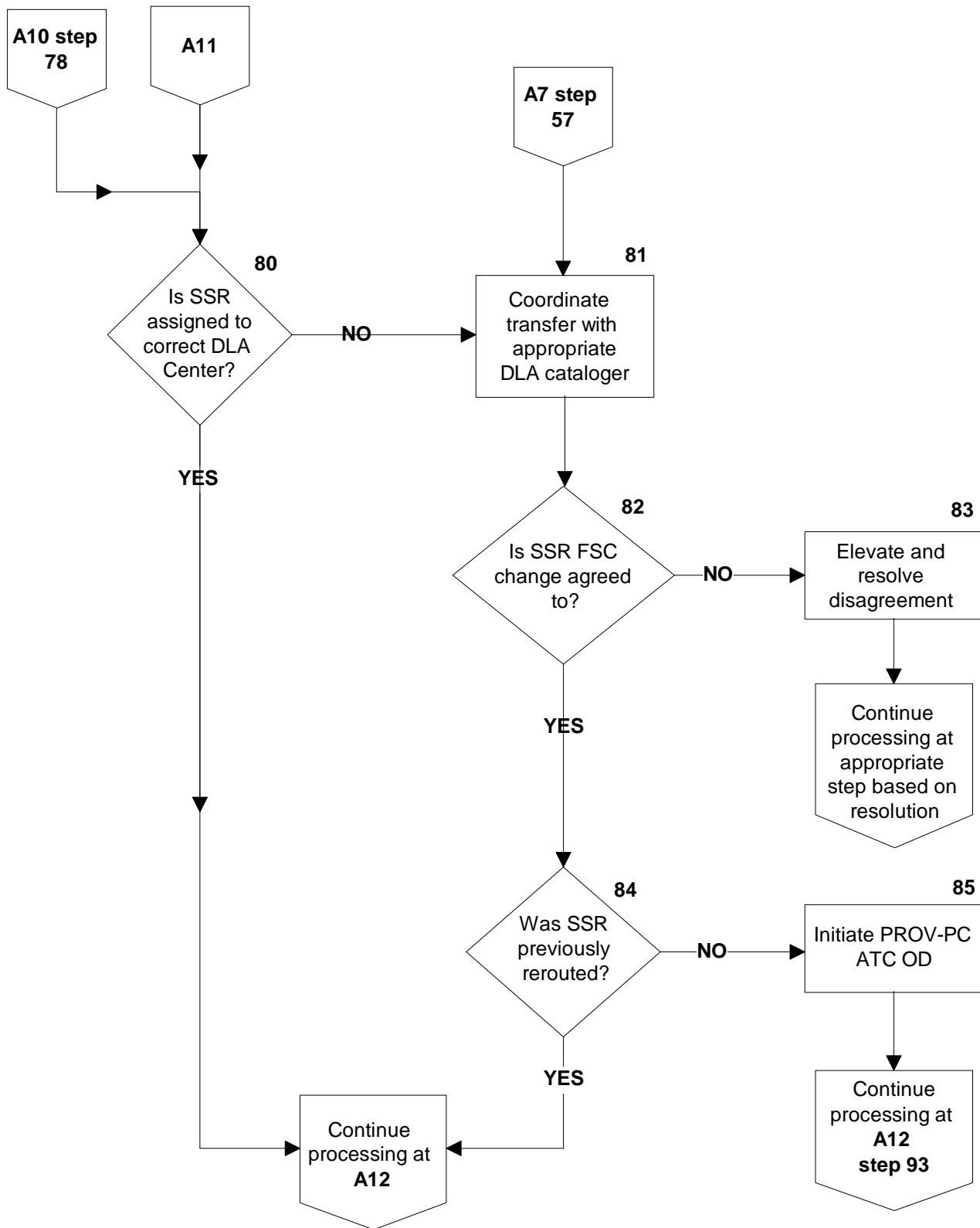
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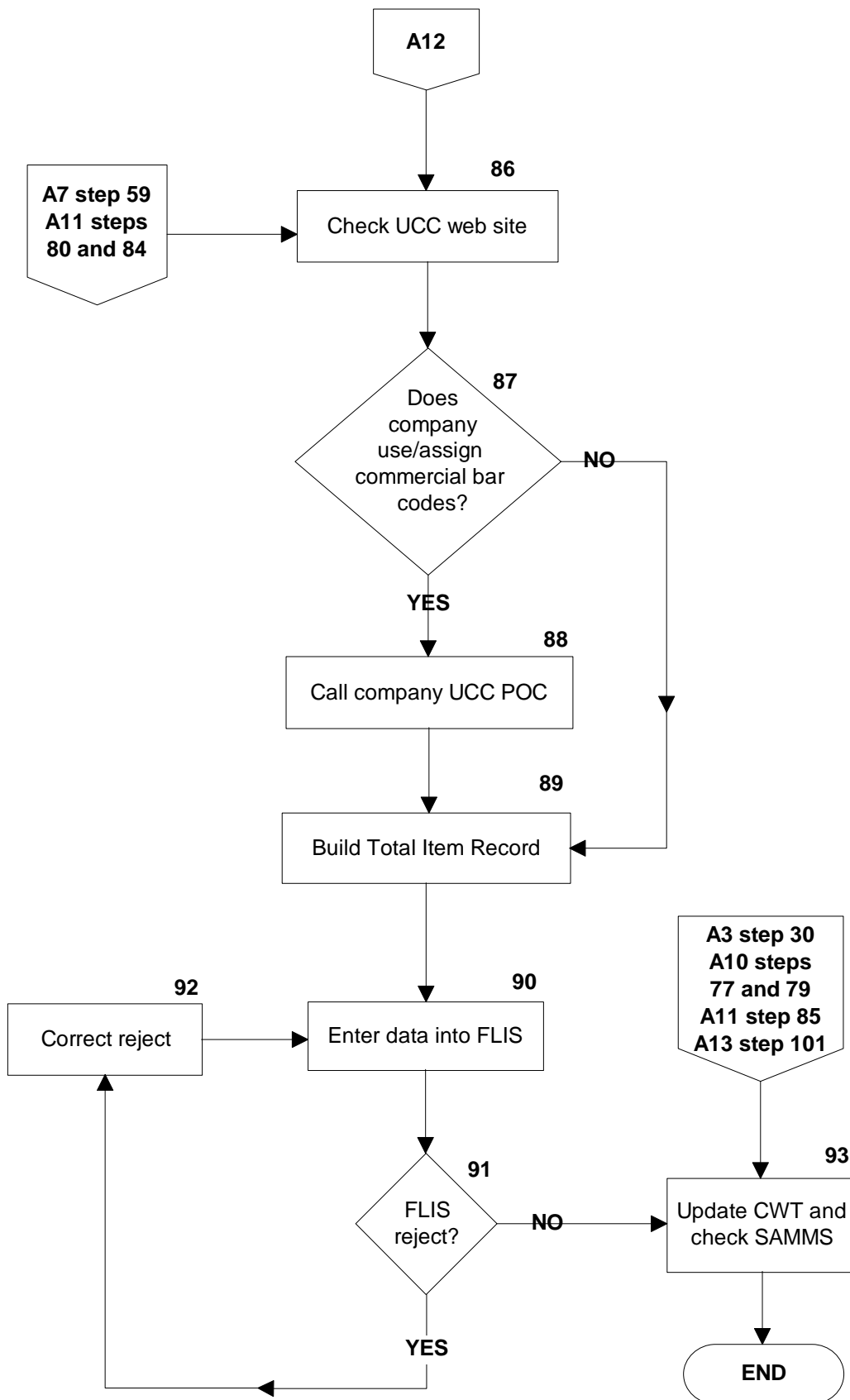
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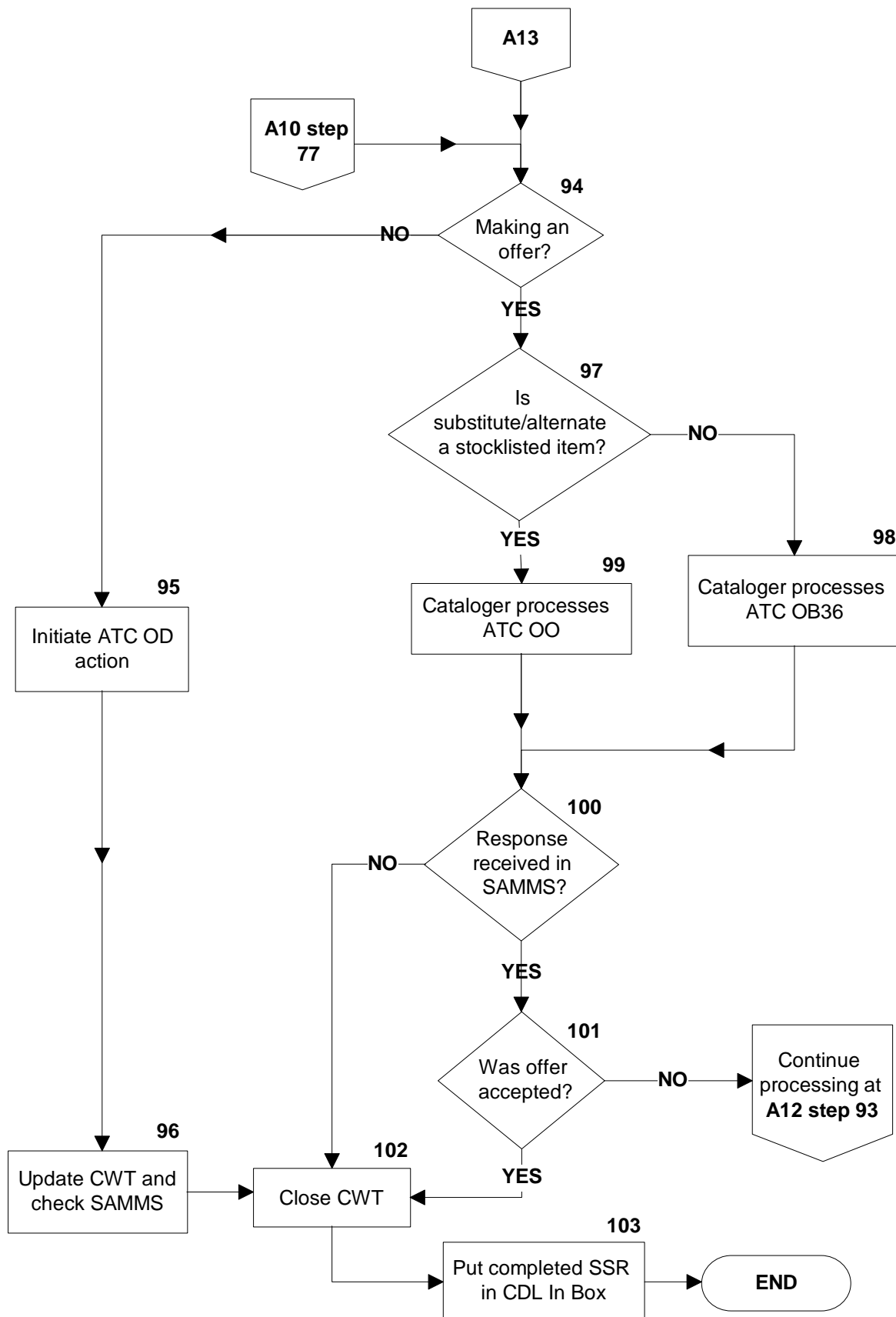












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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
1	SSR workload assigned to cataloger	Group and distribute SSRs in CWT according to Branch policy.	
2	Screen FLIS and NMCRL for P/N match	<p>(Continued from A1 step 1, A2 step 17, and A6 steps 50 and 51.)</p> <p><u>NOTE:</u> If the Reference Number Justification Code (RNJC) block in the CWT reflects an RNJC, the submitting service has determined that the SSR is not a duplicate of an existing item in FLIS and wants another NSN assigned. (RNJCs and definitions are in DoD 4100.39-M, Volume 10, Table 4.) If an RNJC is recorded in the CWT, check the "camera" information for any supporting documentation that may further explain why another NSN is required. However, further documentation/justification is not mandatory, and <u>the submitter must not be asked to supply it.</u> IAW DLA cataloging policy, <u>the customer is not required to provide written/verbal justification for use of an RNJC.</u></p> <p>Interrogate FLIS and the NATO Master Cross Reference List (NMCRL) (CD product) for all P/Ns listed on SSR for matches to existing NSNs. Note that CAGEs change frequently because of company mergers or the sale of product lines to other divisions or companies. When the P/N matches but the CAGE does not, more research is required. FLIS contains approximately 9 million NSN records, while the NMCRL contains more than 15 million NSN records. During the FLIS interrogation, look up all the submitted CAGEs and notice what type of CAGE each is and its Status Code.</p>	
3	Analyze data for suitable NSN	For all NSNs, utilize DoD 4100.39-M, Volume 10, Tables 12 and 13. For non-U.S. NSNs, also utilize DoD 4100.39-M, Volume 4, Chapter 11.	
4	Suitable NSN found?	<p>Did the NSN analysis reveal a preferred NSN that represents the requested item of supply?</p> <p>Yes, continue processing at A1 step 5.</p> <p>No, continue processing at A1 step 8.</p>	

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5	Match found in FLIS and NMCRL?	Yes, continue processing at A3 step 25. No, continue processing at A1 step 6.	
6	Match found in FLIS only?	Yes, continue processing at A3 step 25. No, continue processing at A1 step 7.	
7	Match found in NMCRL only	Continue processing at B1 step 1.	
8	Validate submitted CAGE(s)	(Continued from A1 step 4.) Interrogate FLIS to see if each CAGE listed on the SSR is active for cataloging purposes.	
9	Was CAGE(s) status and type code valid?	Yes, continue processing at A1 step 10. No, continue processing at A5 step 37.	
10	Does CAGE(s) represent a Spec/Std?	Yes, continue processing at A1 step 11. No, continue processing at A3 step 21.	
11	Review Spec/Std	A copy of the specification or standard may be obtained from the sources listed in Enclosure 4, block 5. Continue processing at A2 step 12.	
12	Is Spec/Std valid for procurement?	Is the specification or standard an active document (not cancelled/superseded/obsolete)? Can the specification or standard be used to acquire an item of supply? Yes, continue processing at A2 step 18. No, continue processing at A2 step 13.	
13	Superseding replacement Spec/Std found?	Yes, continue processing at A2 step 17. No, continue processing at A2 step 14.	
14	Call submitter to coordinate reject	(Continued from A2 step 13 and A3 step 28.) Identify SSR submitter using the SSR Point of Contact (POC) button found in the CWT main screen. For Army and Marine SSRs, coordinate with DLIS-KA/KM. See Enclosure 5 for items Activity Coded "CT" and Weapons System Coded "61." DLIS-KA/KM SSR processing support could take the form of working/resolving any and all issues, providing submitter information to the SSR processor, or concurring to the reject. Allow three (3) days for coordination response.	
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		Extensions may be granted, but the SSR MUST be processed within 45 calendar days (internal goal is 30 days). See Enclosure 8 for special CECOM instructions. See Enclosure 9 for ATCs that must be collaborated with DLIS-KA.	
15	Submitter agree to reject?	Yes, continue processing at A10 step 76. No, continue processing at A2 step 16.	
16	Elevate and resolve disagreement	Cataloger elevates disagreement to Team Lead and/or supervisor. Team Lead and/or supervisor determines resolution required. Based on resolution, cataloger continues processing at appropriate step.	
17	Determine R/N structure	Determine the correct reference number based on the superseding replacement of the cited spec/std. Continue processing at A1 step 2.	
18	Is R/N structured correctly?	Is the CAGE code correct? Is the P/N complete and correct? Does the P/N belong to that CAGE? Yes, continue processing at A3 step 21. No, continue processing at A2 step 19.	
19	Call submitter to determine correct R/N	Identify SSR submitter using the SSR Point of Contact (POC) button found in the CWT main screen. For Army and Marine SSRs coordinate with DLIS-KA/KM. See Enclosure 5 for items Activity Coded "CT" and Weapons System Coded "61." DLIS-KA/KM SSR processing support could take the form of working/resolving any and all issues, providing submitter information to the SSR processor, or concurring to the reject. Allow three (3) days for coordination response. Extensions may be granted, but the SSR MUST be processed within 45 calendar days (internal goal is 30 days).	
20	Was correct R/N determined?	Yes, continue processing at A3 step 21. No, continue processing at A10 step 76.	

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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
21	Is CAGE U.S.?	(Continued from A1 step 10 and A2 steps 18 and 20.) Does the CAGE represent a U.S. company? Yes, continue processing at A3 step 24. No, continue processing at A3 step 22.	
22	Is CAGE NATO?	Does CAGE represent a company/organization located in a participating NATO country found in DoD 4100.39-M, Volume 10, Table 9? Yes, continue processing at A3 step 23. No, continue processing at A3 step 24.	
23	Update CWT NATO block	In CWT under the "Cataloger Action:" section, check the NATO block. Continue processing at B2 step 10.	
24	Actual/exact match found in FLIS?	Did one of the submitted P/N and CAGE code combinations cross reference to an NSN? Yes, continue processing at A3 step 25. No, continue processing at A5 step 43.	
25	Is ISC 3 or E?	(Continued from A1 steps 5 and 6, A7 step 59, and A8 step 64.) Does matched NSN have an Item Standardization Code (ISC) of 3 or E (not authorized for procurement)? ISCs are found in the LOLA Standardization Data option. The Related-NSN field is left blank to indicate the NSN's own ISC. If the item is in a standardization relationship, the second and subsequent lines of this field will list all the NSNs in the standardization relationship. If the matched NSN has an ISC of 3 or E, note the NSN of the ISC 1 or B (authorized for procurement and is an accepted replacement) NSN for further screening. Yes, continue processing at A3 step 26. No, continue processing at A3 step 27.	
26	Screen NSN with ISC 1 or B	Interrogate NSN with ISC 1 or B (authorized for procurement and is an accepted replacement) in FLIS for assigned Acquisition Advice Code (AAC), Unit of Issue (UI), MOE Rules, Receiver Code(s), and Collaborator Code(s).	

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27	Is AAC Y?	Is AAC Y (terminal item, future procurement is not authorized)? Yes, continue processing at A3 step 29. No, continue processing at A4 step 31.	
28	Army or Marine request?	Yes, continue processing at A2 step 14. No, continue processing at A3 step 29.	
29	Notify submitter of reject	A. Collaborate with Item Manager (IM) via email. Based on IM's determination, either: <div style="margin-left: 40px;"> 1. Reject as non-procurable using ATC OB20 or OB36 with appropriate clear-text entry; or 2. Change to a procurable AAC and add SSR submitter as a user by submitting LCM; or LMD (LAU, LCM); or LAU and LCD. Then return the SSR to the submitter with ATC OF. </div> B. Identify SSR submitter using the SSR Point of Contact (POC) button found in the CWT main screen. Contact submitter and advise that the request is being rejected because it matched an existing NSN assigned an AAC Y (terminal item, future procurement is not authorized). For Army and Marine SSRs, coordinate with DLIS-KA/KM (use CWT SSR POC button). See Enclosure 5 for items Activity Coded "CT" and Weapons System Coded "61."	
30	Reject SSR	Reject SSR IAW decision made in A3 step 29. In the CWT Comments field annotate the applicable information (i.e., This SSR request matched an existing NSN assigned AAC Y, etc.). Cataloger must also include his or her name and DSN number. Continue processing at A12 step 93.	
31	Does UI match?	(Continued from A3 step 27.) Is the Unit of Issue (UI) in the CWT and on the NSN the same? Yes, continue processing at A4 step 35. No, continue processing at A4 step 32.	

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32	Coordinate findings with submitter	Identify SSR submitter using the SSR Point of Contact (POC) button found in the CWT main screen. For Army and Marine SSRs, coordinate with DLIS-KA/KM. See Enclosure 5 for items Activity Coded "CT" and Weapons System Coded "61." DLIS-KA/KM SSR processing support could take the form of working/resolving any and all issues, providing submitter information to the SSR processor, or concurring to the reject. Allow three (3) days for coordination response. Extensions may be granted, but the SSR MUST be processed within 45 calendar days (internal goal is 30 days).	
33	Submitter agree with UI difference?	Yes, continue processing at A4 step 34. No, continue processing at A5 step 43.	
34	Initiate PROV-PC action to change UI in SAMMS	IAW Branch procedures.	
35	Are appropriate submitter codes listed on NSN?	Are submitter's appropriate MOE Rule, Receiver Code(s) or Collaborator Code(s) (found in Segment B, MOE Rule Data) listed on the NSN? Yes, continue processing at A10 step 76. No, continue processing at A4 step 36.	
36	Add appropriate submitter codes	Use LOLA to add appropriate submitter codes. Continue processing at A10 step 76.	
37	Replacement CAGE found?	(Continued from A1 step 9.) Did FLIS identify a replacement CAGE? Yes, continue processing at A5 step 38. No, continue processing at A6 step 49.	
38	Screen FLIS and NMCRL for match	Interrogate FLIS and the NATO Master Cross Reference List (NMCRL) (CD product) for replacement CAGE and P/N matches to existing NSNs. Note that CAGEs change frequently because of company mergers or the sale of product lines to other divisions or companies. When the P/N matches and the CAGE does not, more research is required. FLIS contains approximately 9 million records, while the NMCRL contains more than 15 million NSN records. <div style="text-align: right;">(continued)</div>	

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39	Match found only in NMCRL?	During the FLIS interrogation, look up the replacement CAGE to make sure it has an active Status Code. Yes, continue processing at B1 step 1. No, continue processing at A5 step 40.	
40	Replacement CAGE and submitted P/N match found in FLIS only?	Yes, continue processing at A5 step 46. No, continue processing at A5 step 41.	
41	Submit ATC OJB	Update CWT, PROV-PC, and SAMMS. Changes to the CAGE and P/N in SAMMS must be annotated in the Comments field in CWT. In order to clear SAMMS, the CAGE and P/N on the NSN must be EXACTLY as they appear in SAMMS.	
42	Update CWT	Update appropriate CWT fields.	
43	Tech data available?	If the CWT SSR "Date Tech Data Rec'd" field contains a date, tech data was received from submitter. Click on the Camera button at the bottom of the CWT SSR screen and any non-engineering drawing tech data or special processing instructions from the submitter will appear. If the submitted tech data is an engineering drawing, the CDL will send the drawing to the Columbus JEDMICS site for scanning and inclusion in their database. Access the Columbus JEDMICS site to obtain the engineering drawing that was submitted with the SSR. It can take up to 10 days from the date in the "Date Tech Data Rec'd" field for the drawing to appear in the Columbus JEDMICS site. For SSRs Weapon System Coded BG, BJ, or BZ, see Enclosure 5. Double clicking on the "Date to Cols JEDMICS" field in CWT will access the folder for that drawing showing the date it was sent to Columbus for JEDMICS scanning. Yes, continue processing at A7 step 55. No, continue processing at A5 step 44.	

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44	Search for tech data from all sources	Search for tech data from all available DLIS resources IAW Research Checklist, Enclosure 4. Always remember to check the Columbus JEDMICS site first because it contains 75% of the DLA drawings, then check the appropriate JEDMICS sight. See Enclosure 11 for instructions on ordering a DLA drawing via DSCC-VTA JEDMICS. As a last resort, call the SSR submitter and ask for tech data. (Note for Navy SSRs: If the CWT reflects a DAC 5, do not contact Navy; they do not have the technical data. Instead, contact the manufacturer to determine whether or not the item is procurable. If all efforts to reach the manufacturer fail, reject with ATC OB36 and state all attempts to get technical data (including name(s) and phone number(s) of people contacted) in the comments.) Identify SSR submitter using the SSR Point of Contact (POC) button found in the CWT main screen. For Army and Marine SSRs, coordinate with DLIS-KA/KM. See Enclosure 5 for items Activity Coded "CT" and Weapons System Coded "61." DLIS-KA/KM SSR processing support could take the form of working/resolving any all issues, providing submitter information to the SSR processor, or concurring to the reject. Allow three (3) days for coordination response. Extensions may be granted, but SSR MUST be processed within 45 calendar days (internal goal is 30 days).	
45	Tech data found?	Yes, continue processing at A7 step 55. No, continue processing at A7 step 52.	
46	Notify submitter of match condition	(Continued from A5 step 40.) Identify SSR submitter using the SSR Point of Contact (POC) button found in the CWT main screen. For Army and Marine SSRs, coordinate with DLIS-KA/KM. See Enclosure 5 for items Activity Coded "CT" and Weapons System Coded "61." DLIS-KA/KM SSR processing support could take the form of working/resolving any and all issues, providing submitter information to the SSR processor, or concurring to the reject. Allow three (3) days for coordination response.	

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47	Submit ATC OJB	<p>Extensions may be granted, but the SSR MUST be processed within 45 calendar days (internal goal is 30 days).</p> <p>Update CWT, PROV-PC and SAMMS. Changes to the CAGE and P/N in SAMMS must be annotated in the Comments field in CWT. In order to clear SAMMS, the CAGE and P/N on the NSN must be EXACTLY as they appear in SAMMS.</p>	
48	Update CWT	Update appropriate CWT fields. Continue processing at A10 step 76.	
49	Perform additional CAGE research	<p>(Continued from A5 step 37.)</p> <p>Interrogate FLIS, FEDLOG, etc., for similar P/N structures and similar CAGE names. Call manufacturer of similar P/Ns or CAGE names with the goal of finding a source with an active CAGE for the requested item.</p>	
50	Valid CAGE found?	<p>Yes, continue processing at A1 step 2.</p> <p>No, continue processing at A6 step 51.</p>	
51	Is replacement CAGE offered by submitter?	<p>Contact submitter and ask if there is another CAGE for the requested SSR. Identify SSR submitter using the SSR Point of Contact (POC) button found in the CWT main screen. For Army and Marine SSRs, coordinate with DLIS-KA/KM. See Enclosure 5 for items Activity Coded "CT" and Weapons System Coded "61." DLIS-KA/KM SSR processing support could take the form of working/resolving any and all issues, providing submitter information to the SSR processor, or concurring to the reject. Allow three (3) days for coordination response. Extensions may be granted, but SSR MUST be processed within 45 calendar days (internal goal is 30 days). If another CAGE is not offered, inform submitter that the SSR will be rejected.</p> <p>Yes, continue processing at A1 step 2.</p> <p>No, continue processing at A10 step 76.</p>	

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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
52	Is CAGE Military Service?	(Continued from A5 step 45.) Does CAGE represent a Military Service (Air Force, Army, Marines, Navy, etc.)? Yes, continue processing at A7 step 53. No, continue processing at A7 step 55.	
53	Submitter provide tech data when contacted?	In order to stocklist SSRs with a Military CAGE, the military drawing must be available as tech data because in most cases the Military Service is not going to manufacture the item. Therefore, the requirements must be input to FLIS to facilitate solicitation for bids. It is preferred that a vendor/source be listed, but it is not mandatory. Yes, continue processing at A7 step 55. No, continue processing at A7 step 54.	
54	Reject SSR using appropriate ATC	For better customer service on Army SSRs, use ATC OB36 only as a last resort, because it closes the SSR and may generate another one. See Enclosures 2 and 9 for additional ATC information.	
55	Mfg/vendor verify P/N and validate procurability?	(Continued from A7 steps 52 and 53.) Call the actual manufacturer/vendor (not the Military CAGE) for each P/N listed to verify that the P/N is valid, available, and procurable. Do not call the Military CAGE because, in most cases, the Military Service is not going to manufacture the item. To locate the phone number for the manufacturer/vendor, use FLIS or the CAGE Point of Contact (POC) Database icon. The CAGE POC Database contains the names of company representatives who can verify P/Ns or provide tech data. To have this icon loaded, if not already done, send an email to mchaffee@dlis.dla.mil. It will be provided via email, with instructions on how to load it. To add/update a CAGE POC, click on the "Mail an Update" button (mail slot with cataloger's letter) and type in the information. Yes, continue processing at A7 step 56. No, continue processing at A8 step 60.	

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56	Determine correct Item Name and FSC	Use Cataloging Handbooks H6 and H2.	
57	Is SSR assigned to correct DLA Center?	To determine which DLA Center manages an FSC, enter LOLA and , from the CATTOOLS Main Menu, select CATTOOLS MGMT/FSC DATA INQUIRY (CATMFS). Key in the FSC in question and press enter. The next screen will identify which Center is currently managing that FSC. Yes, continue processing at A7 step 58. No, continue processing at A11 step 81.	
58	Search for similar item for possible offer	Perform characteristics search in LOLA, FEDLOG or CD-FICHE to find similar items. Review FSC specifications and standards, and Branch and Central Data Library (CDL) tech data, to find similar items. The goal is to identify a stocklisted item that is equal to or better than the requested item, with the same form, fit, and function.	
59	Possible offer found?	Was a stocklisted item found, that is equal to or better than the requested item, with the same form, fit, and function and is suitable for the application? Yes, continue processing at A3 step 25. No, continue processing at A12 step 86.	
60	CAGE/vendor identify replacement for invalid R/N?	(Continued from A7 step 55.) If yes, ask CAGE/vendor to provide tech data on their item at no cost to the government. Yes, continue processing at A8 step 61. No, continue processing at A8 step 66.	
61	Screen FLIS and NMCRL for match to replacement R/N	Interrogate FLIS and the NATO Master Cross Reference List (NMCRL) (CD product) for replacement P/N and CAGE match to existing NSN. Note that CAGES change frequently because of company mergers or the sale of product lines to other divisions or companies. When the P/N matches and the CAGE does not, more research is required. FLIS contains approximately 9 million NSN records, while the NMCRL contains more than 15 million NSN records. During the FLIS interrogation, look up the replacement CAGE and notice what type of CAGE it is and what Status Code is assigned.	

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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
62	Match found in FLIS only?	Did P/N and CAGE cross reference to an NSN? Yes, continue processing at A8 step 63. No, continue processing at A9 step 68.	
63	Coordinate findings with submitter	Identify SSR submitter using the SSR Point of Contact (POC) button found in the CWT main screen. For Army and Marine SSRs, coordinate with DLIS-KA/KM. See Enclosure 5 for items Activity Coded "CT" and Weapons System Coded "61." DLIS-KA/KM SSR processing support could take the form of working/resolving any and all issues, providing submitter information to the SSR processor, or concurring to the reject. Allow three (3) days for coordination response. Extensions may be granted, but the SSR MUST be processed within 45 calendar days (internal goal is 30 days).	
64	Match meets submitter's requirements?		
65	Elevate and resolve disagreement		
66	Coordinate findings with submitter		

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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
67	Submitter agree to reject?	Yes, continue processing at A10 step 76. No, continue processing at A8 step 65.	
68	Match found in NMCRL only?	(Continued from A8 step 62.) Did P/N and CAGE cross reference to an NSN? Yes, continue processing at B1 step 1. No, continue processing at A9 step 69.	
69	Coordinate findings with submitter	Identify SSR submitter using the SSR Point of Contact (POC) button found in the CWT main screen. For Army and Marine SSRs, coordinate with DLIS-KA/KM. See Enclosure 5 for items Activity Coded "CT" and Weapons System Coded "61." DLIS-KA/KM SSR processing support could take the form of working/resolving any and all issues, providing submitter information to the SSR processor, or concurring to the reject. Allow three (3) days for coordination response. Extensions may be granted, but the SSR MUST be processed within 45 calendar days (internal goal is 30 days).	
70	Does submitter agree with replacement non-stocklisted R/N?	Yes, continue processing at A9 step 72. No, continue processing at A9 step 71.	
71	Elevate and resolve disagreement	Cataloger elevates disagreement to Team Lead and/or supervisor. Team Lead and/or supervisor determines resolution required. Based on resolution, cataloger continues processing at appropriate step.	
72	Submit ATC OJB	(Continued from A9 step 70.) IAW Branch procedures.	
73	Update CWT	Update CWT, PROV-PC, and SAMMS. Changes to the CAGE and P/N in SAMMS must be annotated in the Comments field in CWT. In order to clear SAMMS, the CAGE and P/N on the NSN must be EXACTLY as they appear in SAMMS.	
74	Determine correct Item Name and FSC	Use Cataloging Handbooks H6 and H2. Continue processing at A10 step 75.	

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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
75	Will a DLA activity manage the item?	To determine which DLA Center manages an FSC, enter LOLA and, from the CATTOOLS Main Menu, select CATTOOLS MGMT/FSC DATA INQUIRY (CATMFS). Key in the FSC in question and press enter. The next screen will identify which Center is currently managing that FSC. Yes, continue processing at A10 step 78. No, continue processing at A10 step 76.	
76	Reject SSR using appropriate ATC	(Continued from A2 steps 15 and 20, A4 steps 35 and 36, A5 step 48, A6 step 51, A8 step 67, and A10 step 75.) For better customer service on Army SSRs, use ATC OB36 only as a last resort, because it closes the SSR and may regenerate another one. See Enclosures 2 and 9 for additional ATC information.	
77	Is DD Form 2241 required?	If the SSR is rejected using ATC OO or an OD to transfer the SSR to GSA, a DD Form 2241 is required. If the reject is to transfer the SSR to the Federal Aviation Administration (FAA), submit an OB36 back to the originating activity; FAA does not use SAMMS. If an Army or Marine SSR is rejected with an ATC OO, contact the appropriate DLIS-KA/KM POC (use CWT SSR POC button). See Enclosures 2 and 9 for additional ATC information. See Enclosure 5 for items Activity Coded "CT" and Weapons System Coded "61." Yes, continue processing at A13 step 94. No, continue processing at A12 step 93.	
78	Will item be managed by activity CY, CZ, or KX?	Activities CY, CZ, and KX are non-SAMMS Inventory Control Points (ICPs). Yes, continue processing at A10 step 79. No, continue processing at A11 step 80.	
79	Reject to submitting activity with ATC OB36	In the CWT Comments field, annotate the following tailored information: Please resubmit this SSR to the correct Integrated Materiel Manager (IMM), Activity Code (CY, CZ, or KX.) Also include cataloger's name and DSN number. Continue processing at A12 step 93.	

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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
80	Is SSR assigned to correct DLA Center?	(Continued from A10 step 78.) To determine which DLA Center manages an FSC, enter LOLA and, from the CATTOOLS Main Menu, select CATTOOLS MGMT/FSC DATA INQUIRY (CATMFS). Key in the FSC in question and press enter. The next screen will identify which Center is currently managing that FSC. Yes, continue processing at A12 step 86. No, continue processing at A11 step 81.	
81	Coordinate transfer with appropriate DLA cataloger	(Continued from A7 step 56 and A11 step 80.) Hand carry SSR package to gaining FSC DLA cataloger in DLIS-KC. Continue processing at A11 step 82.	
82	Is SSR FSC change agreed to?	Did the gaining FSC DLA cataloger in DLIS-KC agree to the FSC change? Yes, continue processing at A11 step 84. No, continue processing at A11 step 83.	
83	Elevate and resolve disagreement	Cataloger elevates disagreement to Team Lead and/or supervisor. Team Lead and/or supervisor determines resolution required. Based on resolution, cataloger continues processing at appropriate step.	
84	Was SSR previously rerouted?	Following are three ways to determine this: a. Double click on the CWT "Part Number" field and the previously submitted SSR history file will appear with comments. b. The CWT "Rerouted" field should contain an "R" to indicate it was previously rerouted. c. Check SAMMS SPRO "A" file for Routing Indicator (RI) Code. If it has an RI assigned, it was previously rerouted. Yes, continue processing at A12 step 86. No, continue processing at A11 step 85.	
85	Initiate PROV-PC ATC OD	IAW Branch procedures. See Enclosure 7 for CDL instructions. Continue processing at A12 step 93.	

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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
86	Check UCC web site	(Continued from A7 step 59 and A11 steps 80 and 84.) Access the Universal Directory of Commercial Data (http://www.dlis.dla.mil/upc) using the CWT link. Clicking on the UPC EAN button (blue ball & red ball) at the bottom of the CWT SSR New Item Screen activates the link. Search for applicable CAGE Code(s) to see if they are Uniform Code Council (UCC) members. Annotate findings and UCC Point(s) of Contact (POCs), if available. See Enclosure 3 for commercial bar code information.	
87	Does company use/assign commercial bar codes?	See Enclosure 3 for commercial bar code information. Yes, continue processing at A12 step 88. No, continue processing at A12 step 89.	
88	Call company UCC POC	Ask company UCC POC for the commercial bar code for the item being cataloged in the Unit of Issue that the SSR requires. Also ask the UCC POC to fax or email the bar code numbers. The fax or email will become part of the SSR tech data package and will be used to verify the accuracy of the bar code numbers provided on the phone and the reference number bar code input in FLIS. See Enclosure 3 for commercial bar code information.	
89	Build Total Item Record	(Continued from A12 step 87.) A. The goal is to catalog all SSRs with an Approved Item Name and a full description, including the end item and next higher assembly data, when available. See Enclosure 1 for Standard SSR Cataloging Data Elements. See Enclosure 3 for commercial bar code information. B. When working DISC SSRs (Activity Code KZ/S9I), at the customer's request DO NOT catalog KZ SSRs with a Type 4, Partial Descriptive Item Identification, using only name, the end item, and next higher assembly data. This causes a manual "new item review" for the Item Manager. Answer at least one more Master Requirement Code (MRC). If it is a DISC SSR with a good CAGE and P/N and the item is procurable, but the (continued)	

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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
		<p>only available information is name, the end item, and next higher assembly, do a Type 2, Reference Item Identification, using an LNK transaction. If tech data is received after the SSR has been processed, upgrade the NSN. If an upgrade is required, create and close a record in the "Maintenance" section of the CWT the same day as completing the transaction. If the FSC must be changed, initiate a DD Form 1685 and send it to DLIS-KCR (DLA Maintenance Section).</p> <p>NOTE: When an SSR has been previously rerouted, and it is being cataloged in an FSC that belongs to a different DLA Center than the one to which it was submitted:</p> <ol style="list-style-type: none"> 1. Change the DCN on the FLIS input to ensure that it does not clear the wrong record. 2. Close the record in SAMMS with an OB36 telling the submitter the NSN assigned, the SOS of the NSN, and request the submitter submit a CXA input against the NSN at the proper DLA Center. <p>C. When submitting data to FLIS, record the actual characteristics values and material specifications found on the drawing, and use MRC PRPY to identify any/all MRCs containing proprietary data.</p> <p>D. To input multiple lines of "R" phrase code data, start each phrase code statement line with a number (e.g., 1., 2., etc); this will put the statements in the correct order. Failure to do so will result in garbled and unreadable data.</p> <p>E. When cataloging the Electrostatic Discharge Code (ESDC) on DSCC items:</p> <ol style="list-style-type: none"> 1. The six FSCs listed in DoD 4100.39-M, Volume 10, Table 193 (5905, 5961, 5962, 5963, 5998, and 5999) must have an ESDC from Table 189 (A, B, C, or D) input during NSN assignment/reinstatement. This is enforced by an FLIS edit (see DoD 4100.39-M, Volume 11, Chapter 4). <p style="text-align: right;">(continued)</p>	

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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
		<p>a. For FSCs 5961 and 5962, always input ESDC D.</p> <p>b. For FSCs 5905, 5963, 5998, and 5999, always thoroughly review the technical data and always ask the manufacturer about electrostatic discharge when cataloging items in these four FSCs. If electrostatic discharge (ESD) or electromagnetic interference (EMI) sensitivity cannot be identified, use default ESDC A.</p> <p>2. For FSCs other than those listed in Table 193, leave the ESDC field blank if ESD or EMI cannot be identified during NSN assignment/reinstatement.</p> <p>F. When cataloging the Acquisition Method Code (AMC)/Acquisition Method Suffix Code (AMSC):</p> <p>1. Never reject an SSR with AMC/AMSC 0/0; it is a valid combination.</p> <p>2. If the AMC/AMSC combination is valid IAW DOD 4100.39-M, Volume 10, Table 71, process the SSR.</p> <p>3. If the AMC, AMSC, or AMC/AMSC combination is invalid (except as described in paragraph 89.G below), contact the service POC and attempt to get a valid code(s) or combination. Document the comments block in the CWT, including name(s), date(s), and any authorized change(s) to the AMC and/or AMSC. If resolution is not reached within 45 days reject the SSR back to the submitting service.</p> <p>G. Due to Air Force (AF) legacy system constraints, all SSRs submitted by AF will have an AMC/AMSC of 2/0, which is an invalid combination. DO NOT CONTACT THE ALCs TO OBTAIN AMC/AMSC INFORMATION. LGIS has given authority for catalogers to change the AF AMC/AMSC 2/0 invalid combination to 0/0, which is valid.</p> <p style="text-align: right;">(continued)</p>	

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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
		<p>H. Items with a government or Service CAGE Code (e.g., Navy CAGE Code 53711) will not be rejected because a full description cannot be obtained. Stocklisting with a full description is not required, <u>but preferred</u>. However, the description must contain more than just the item name and end item.</p> <p style="padding-left: 40px;">a. DO NOT TYPE 2 THE ITEM. The description must contain enough physical/performance characteristics (e.g., length, height, width, voltage, RPMs, etc.) to enable procurement of the item.</p> <p style="padding-left: 40px;">b. If a drawing is not received, contact the Service POC (indicated in the "Service Points of Contact for SSR Related Problems" list located in the CWT) to obtain the required data.</p> <p style="padding-left: 40px;">c. If the Service POC cannot provide the drawing or enough physical/performance characteristics that can be loaded in Segment V of FLIS to enable procurement, return the SSR with ATC OB02 (Reject SSR - P/N and CAGE identify a military drawing which was not received).</p> <p>I. When cataloging Navy items:</p> <p style="padding-left: 40px;">1. An SSR received from Activity HD with a Provisioning Control Code (PCC) beginning with Y, an Item Serial Number (ISN) beginning with 8, and a reference number(s) (either primary and/or additional references) ending with CP should be cataloged by DLA.</p> <p style="padding-left: 80px;">a. "CP" is the Navy Special Material Identification Code (SMIC) for an item that requires special cleaning and packaging for oxygen/nitrogen service (e.g., valves, piping systems, generators). See DoD 4100.39-M, Volume 10, Table 60.</p> <p style="text-align: right;">(continued)</p>	

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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
		<p>b. If an SSR is received from HD, with a PCC beginning with Y and an ISN beginning with 8, that has a reference number ending with one of the SMICs in Enclosure 10, reject it back to the submitter with ATC OB36 and reference the SMIC.</p> <p>2. If the CWT reflects a DAC 2, wait ten (10) days before contacting Navy.</p> <p>3. If the CWT reflects a DAC 5, <u>do not contact Navy</u>; they do not have the technical data. Instead, contact the manufacturer to determine whether or not the item is procurable. If all efforts to reach the manufacturer fail, reject with ATC OB36 and state all attempts to get technical data (including name(s) and phone number(s) of people contacted) in the comments.</p> <p>4. On Mil-Spec items, utilize USA Info or DODISS to obtain the needed Mil-Spec information.</p> <p>5. For access to Navy JEDMICS sites, contact the DLIS-KC TASO.</p> <p>J. A weapon system item used by two of the Military Services, which has an alternate source that only one of the services agrees to accept (e.g., Navy agrees to the alternate source but AF does not), requires two (2) NSNs:</p> <p>1. NSN 1 (e.g., for Service (AF) that did not agree to the alternate source):</p> <ul style="list-style-type: none"> a. Assign new NSN. b. MOE Rules of all users except the Service that wanted the alternate source (e.g., Navy) in Segment B. c. Original Equipment Manufacturer's (OEM's) Reference Number in Segment C as an RNCC/RNVC 3/2. d. Approved alternate/secondary Reference Number in Segment C as an RNCC/RNVC 5/2. e. An RNJC is not required (the other item is not in the system yet). <p>2. NSN 2 (e.g., for the Service (Navy) that wants the alternate source):</p> <ul style="list-style-type: none"> a. Assign new NSN. 	

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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
90	Enter data into FLIS	<p>b. Only the Service's MOE Rule that agreed to the alternate source (e.g., Navy's) in Seg B.</p> <p>c. OEM's Reference Number in Segment C as an RNCC/RNVC 3/2.</p> <p>d. Approved alternate/secondary Reference Number in Segment C as an RNCC/RNVC 5/2.</p> <p>e. An RNJC 1 or 2.</p> <p>f. Use MRC CRTL to document the unique application/technical requirements of the item.</p> <p>K. Add <u>all</u> additional users reflected in the "Users" field in CWT, even when a different service than that of the originator.</p> <p>(Continued from A12 step 92.) Use LOLA to catalog SSR. Do not use the F12 key to enter the current date. USE THE DATE EMBEDDED IN THE SSR DCN.</p>	
91	FLIS reject?	<p>Yes, continue at A12 step 92. No, continue at A12 step 93.</p>	
92	Correct reject	<p>Decode errors using DoD 4100.39-M, Volume 10, Chapters 2 and 3. Return to A12 step 90.</p>	
93	Update CWT and check SAMMS	<p>(Continued from A3 step 30, A10 steps 77 and 79, A11 step 85, A12 step 91, and A13 step 101.) Update appropriate CWT fields and interrogate SAMMS daily until SSR appears in History, then close CWT.</p>	
94	Making an offer?	<p>(Continued from A10 step 77.) If offering a substitute or alternate item instead of the submitted SSR item, and the offered NSN contains future effective dated transactions, see special instructions in Enclosure 6, Offered Items with Futures Data (Effective Dated). Yes, continue processing at A13 step 97. No, continue processing at A13 step 95.</p>	

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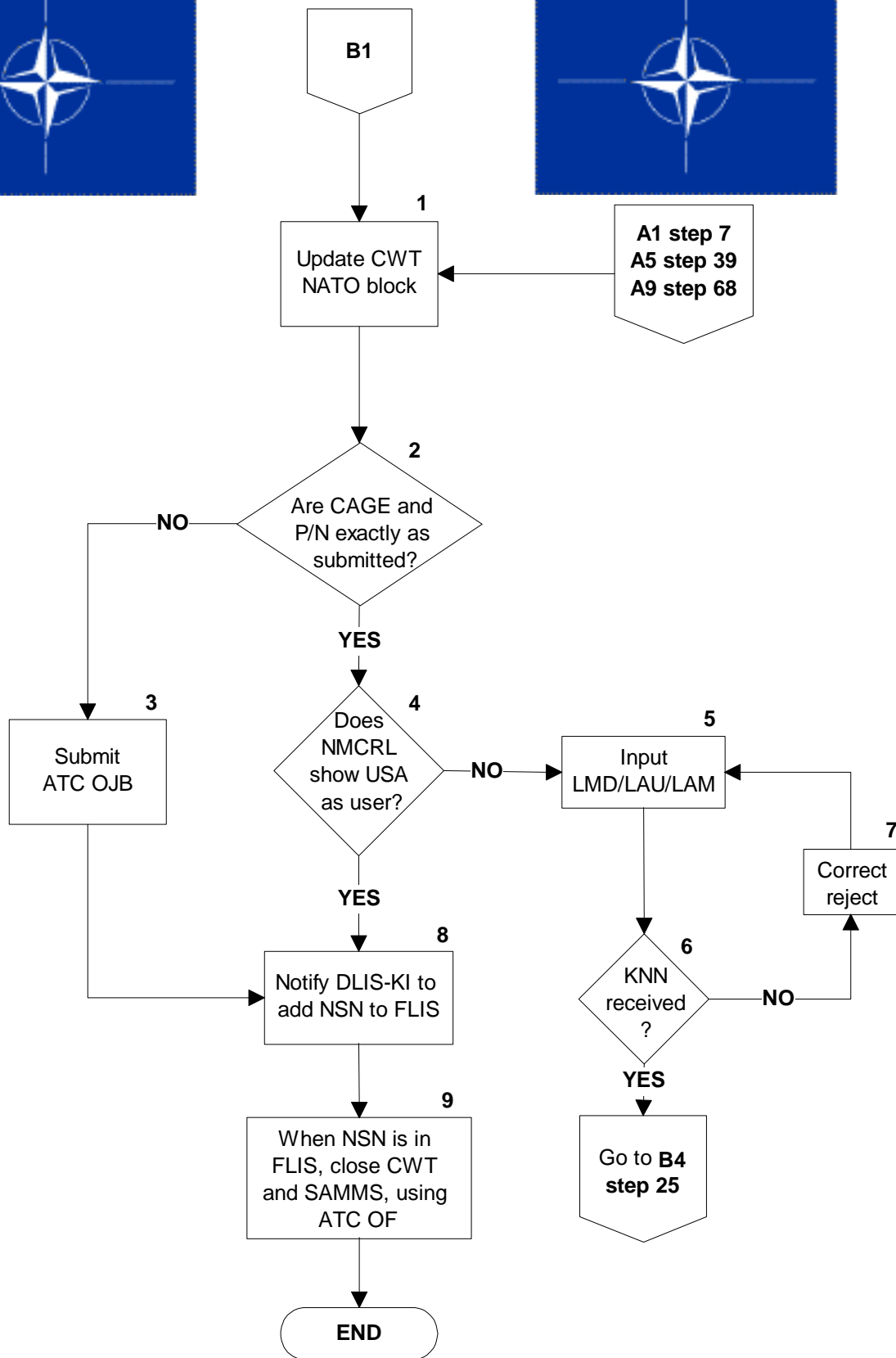
TITLE		GUIDE NUMBER	GUIDE DATE
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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
95	Initiate ATC OD action	IAW Branch procedures.	
96	Update CWT and check SAMMS	Update appropriate CWT fields and interrogate SAMMS daily until the SSR appears in History. Continue processing at A13 step 102.	
97	Is substitute/alternate a stocklisted item?	(Continued from A13 step 94.) Yes, continue processing at A13 step 99. No, continue processing at A13 step 98.	
98	Cataloger processes ATC OB36	Check SAMMS periodically for response. Failure to receive an ATC YM or YN reply, within 75 days from the date of offer, will result in an ATC 08 rejecting the originally submitted SSR.	
99	Cataloger processes ATC 00	(Continued from A13 step 97.) A. When an Army or Marine SSR is rejected with an ATC 00, DLIS-KA/KM must be contacted. B. Select ProvPC (not SUB) in the CWT when ATC 00 is initiated. (The action is to "make an offer"; at this point, the submitter has not agreed to accept the substitute being offered.) C. See Enclosure 5 for items Activity Coded "CT" and Weapons System Coded "61." NOTE: The item should be put "on hold" pending a decision on the offered substitute.	
100	Response received in SAMMS?	Check SAMMS periodically for response. Failure to receive an ATC YM or YN reply, within 75 days from the date of offer, will result in an ATC 08 rejecting the originally submitted SSR. Cataloger should attempt to contact submitter after 60 days, IAW Branch procedures. SAMMS will automatically close if response is not received within 75 days. Yes, continue processing at A13 step 101. No, continue processing at A13 step 102.	

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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
101	Was offer accepted?	Was offer accepted by the submitting activity? Yes, continue processing at A13 step 102. No, continue processing at A12 step 93.	
102	Close CWT	(Continued from A13 steps 96, 100, and 101.) Close CWT IAW the CWT Users Manual. NOTE: If this step is the result of answering "yes" to step 101, select SUB in the CWT (submitter has agreed that the substitute will satisfy his or her needs) and update the CWT Comments to show the NSN that was offered as a substitute and the date that it was accepted. This entry in the CWT Comments MUST be made because, when SUB is selected, the ProvPC entry previously made will be gone.	
103	Put completed SSR in CDL In Box	Put completed SSR package in the CDL In Box. See Enclosure 7 for package contents. <div style="text-align: center;">(END OF PROCESS)</div>	

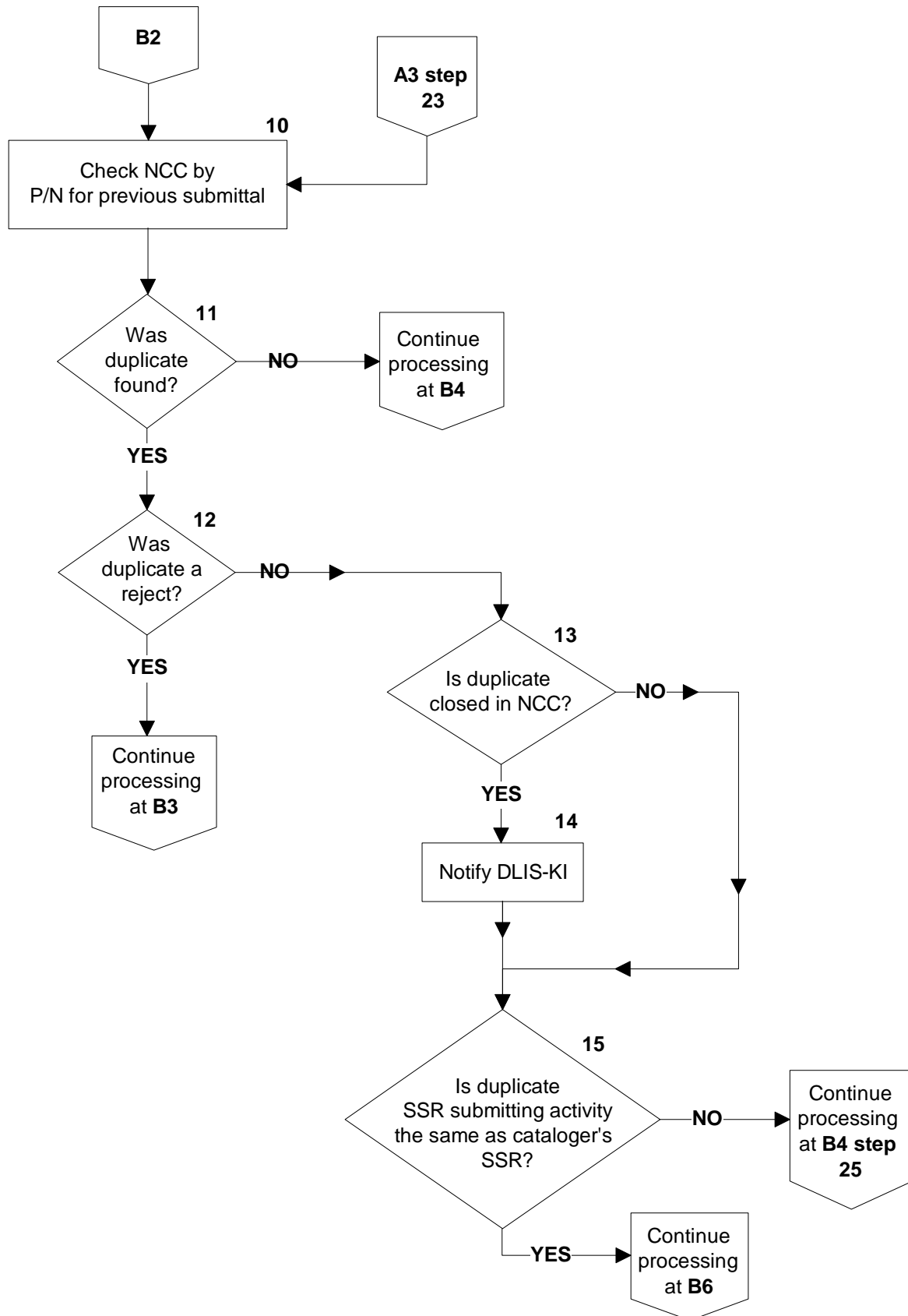
PFG DLIS-KC-4-B
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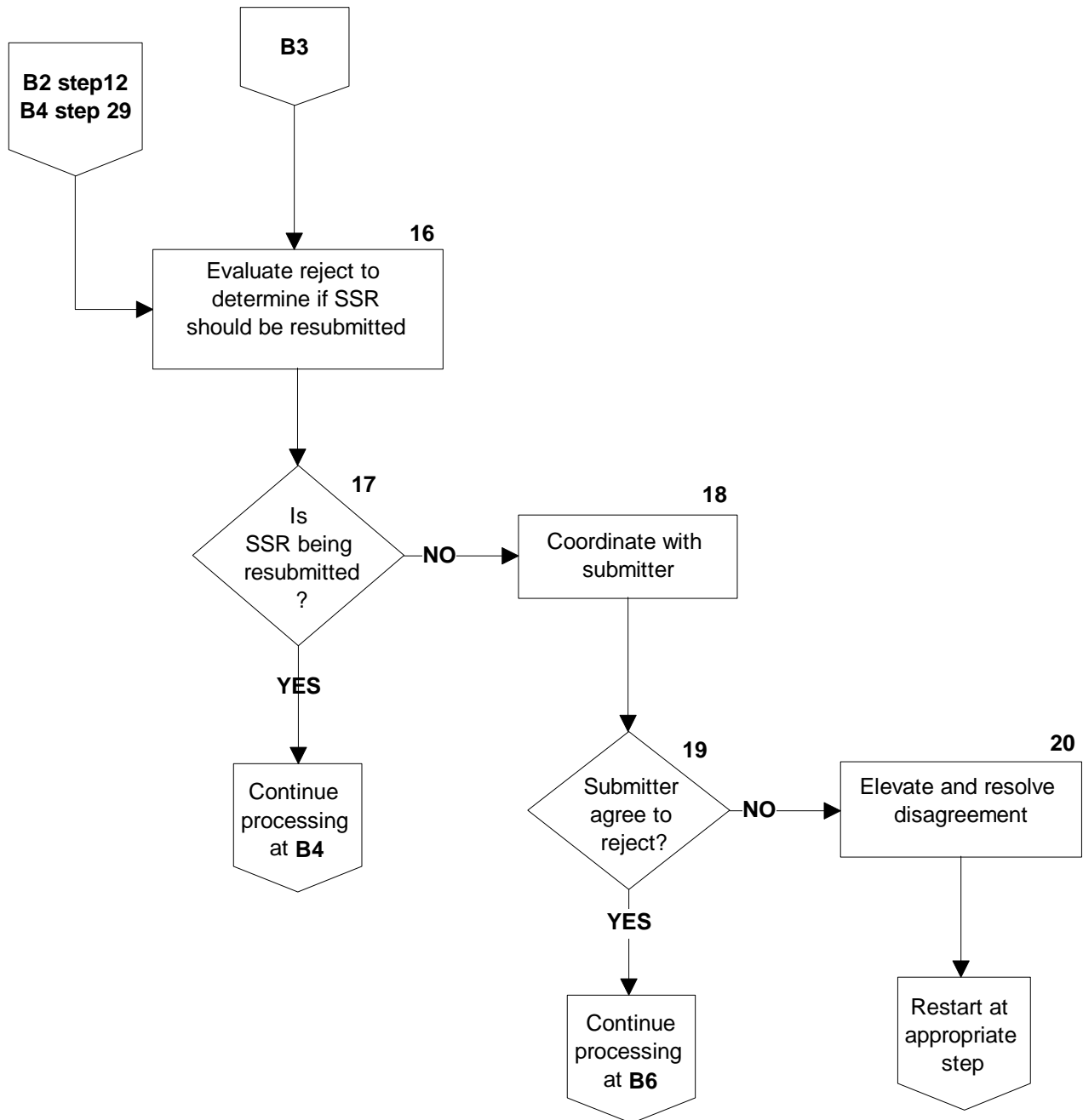
PFG DLIS-KC-4-B
PROCESSING DLA SUPPLY SUPPORT REQUESTS (SSRs)
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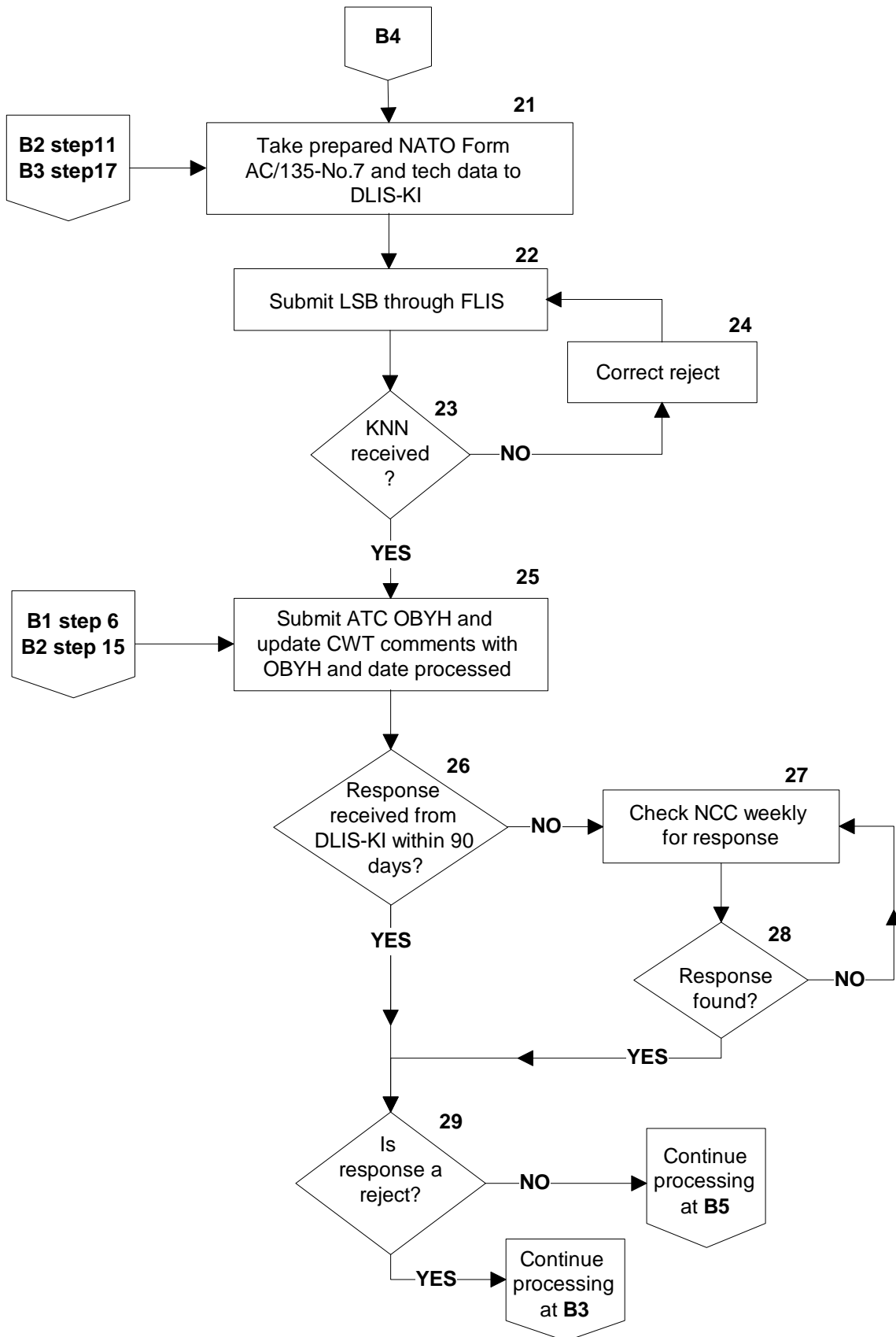
PFG DLIS-KC-4-B
PROCESSING DLA SUPPLY SUPPORT REQUESTS (SSRs)
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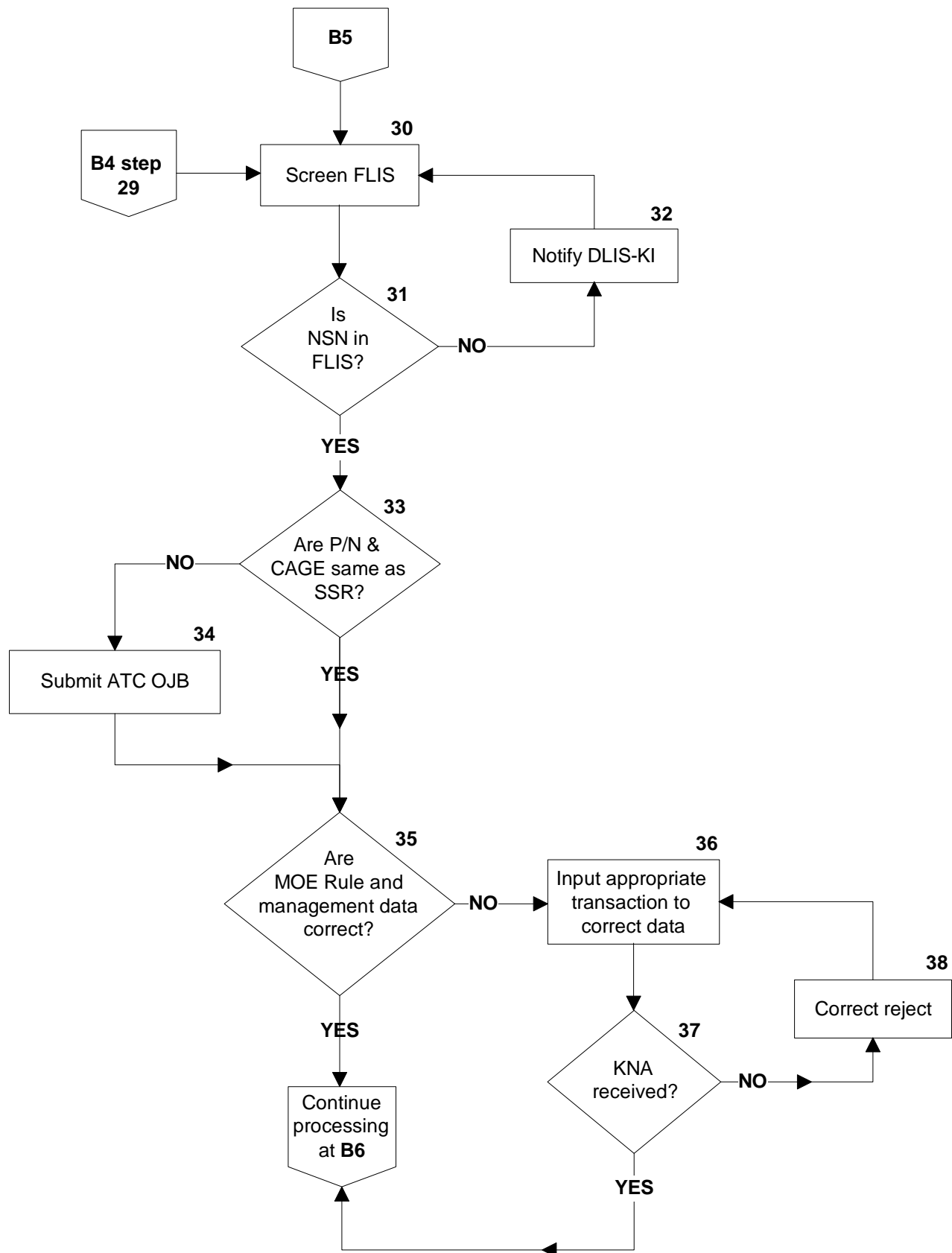
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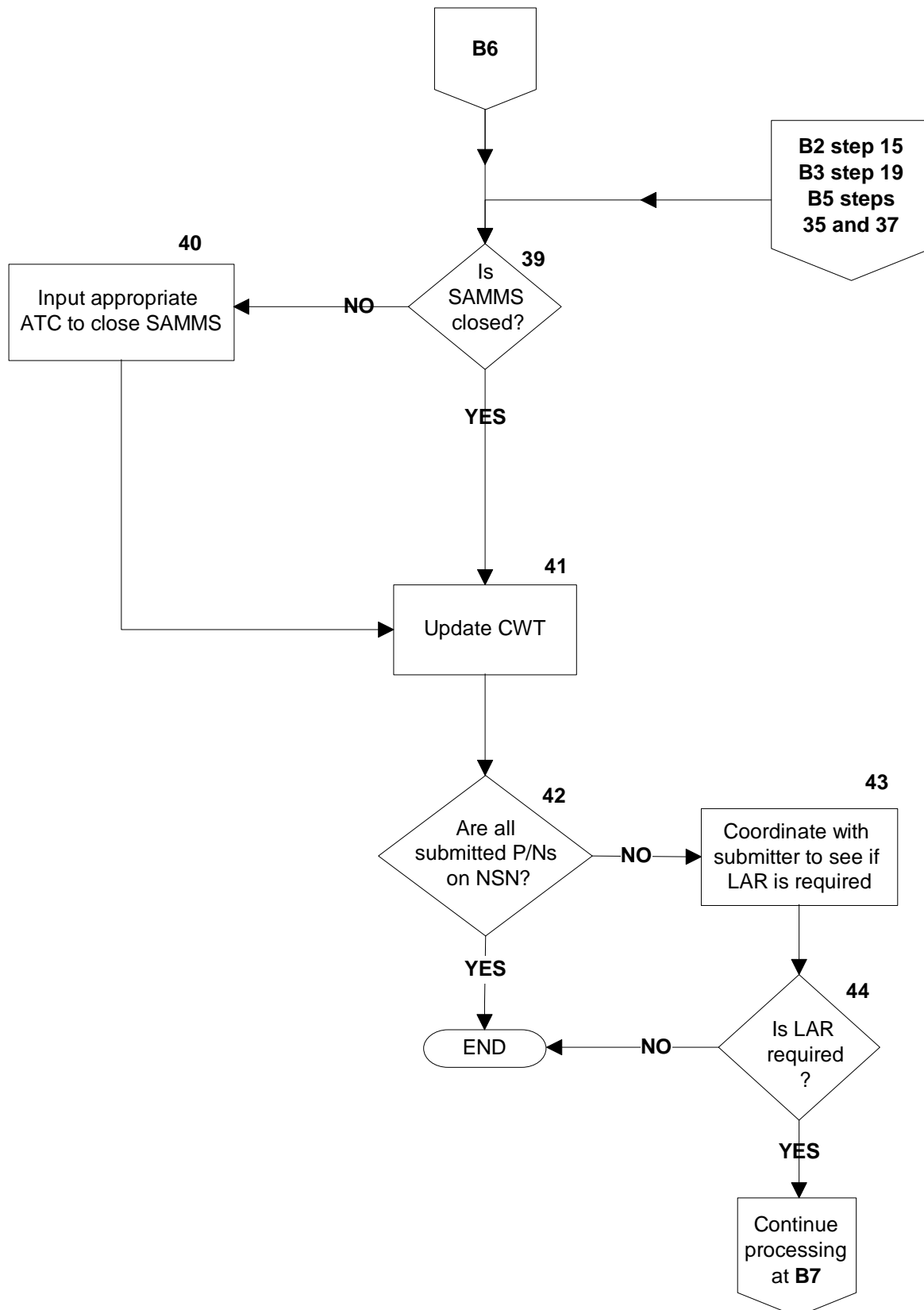
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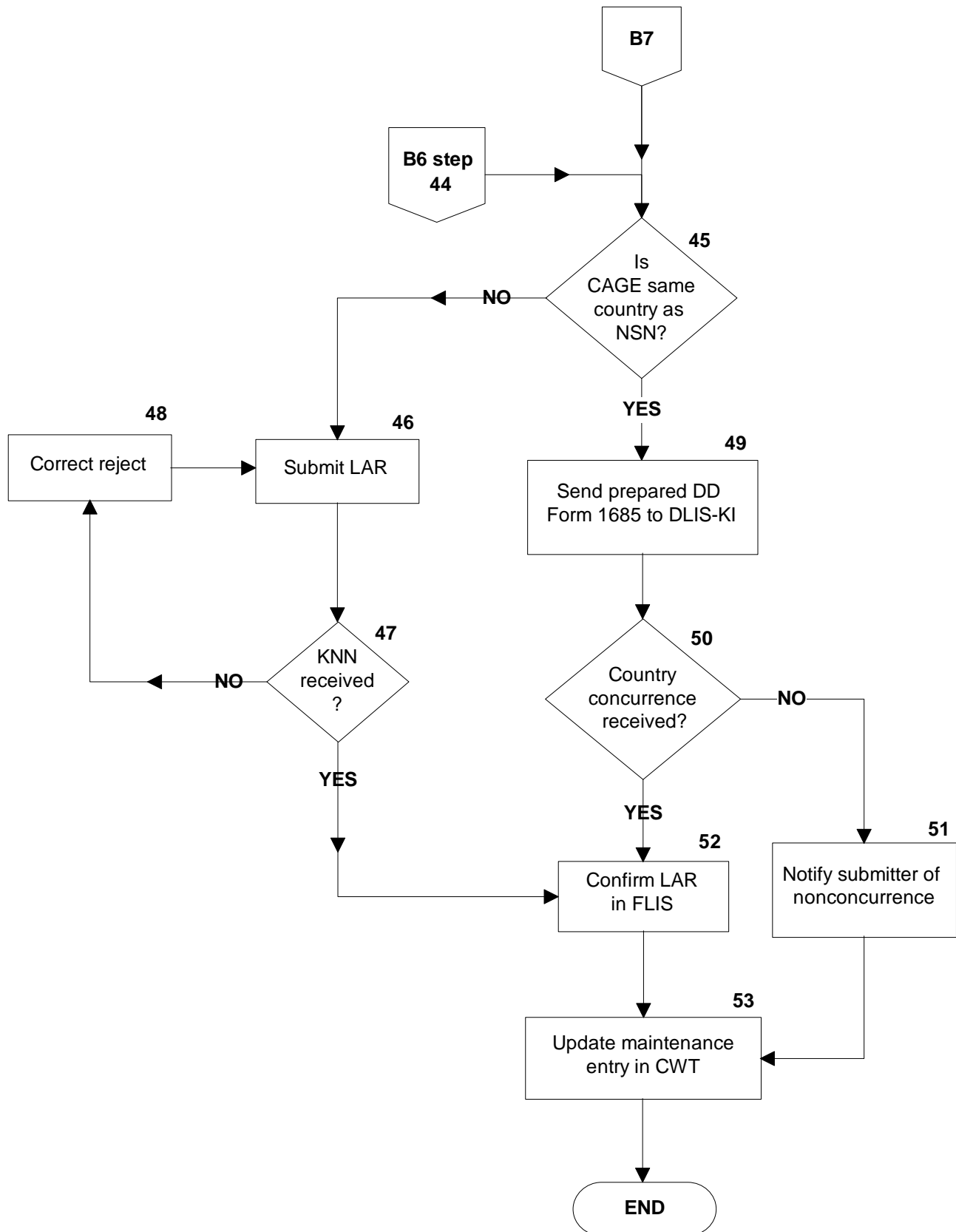
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		ORGANIZATION DLIS-K	PAGE <u>1</u> OF <u>9</u>
SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
1	Update CWT NATO block	(Continued from A1 step 7, A5 step 39, and A9 step 68.) In CWT under "Cataloger Action" section, check the NATO block.	
2	Are CAGE and P/N exactly as submitted?	After the item has been researched and validated, and changes have been made to the SSR, are CAGE and P/N the same as originally submitted in CWT? Yes, continue processing at B1 step 4. No, continue processing at B1 step 3.	
3	Submit ATC OJB	Submit ATC OJB to SAMMS. Annotate CWT blocks "Reject/ProvPC Cd:" and "Date (Reject) in ProvPC:." Changes to the CAGE and P/N in SAMMS must be annotated in the Comments field in CWT. In order to clear SAMMS, the CAGE and P/N on the NSN must be EXACTLY as they appear in SAMMS. Continue processing at B1 step 8.	
4	Does NMCRL show USA as user?	(Continued from B1 step 2.) User information is located on the NMCRL NSN record in the Reference Data section under the User Country block. Code ZZ is USA. Yes, continue processing at B1 step 8. No, continue processing at B1 step 5.	
5	Input LMD/LAU/LAM	(Continued from B1 steps 4 and 7.) Use LOLA to input LMD/LAU/LAM transactions, using the original DCN. In CWT, under the "Cataloger Action:" section in the "Action Taken:" field, select "LSBLMD" transaction type and put the date the LSB/LMD transaction was input in the "To DLIS-KI:" field. NOTE: Sending a Form AC135-No.7 and any data received are not required for this transaction. However, for future reference, annotate all CWT blocks, including the Comments field, that apply to information that was received.	

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TITLE PROCESSING DLA SUPPLY SUPPORT REQUESTS (SSRs) (NATO LSBs)		GUIDE NUMBER DLIS-KC-4-B	GUIDE DATE 13 April 2001
		ORGANIZATION DLIS-K	PAGE <u>2</u> OF <u>9</u>
SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
6	KNN received?	Was a KNN transaction approval received from LOLA? The KNN sends the transaction to the appropriate country for cataloging action. Yes, continue processing at B4 step 25. No, continue processing at B1 step 7.	
7	Correct reject	Decode reject(s) using DoD 4100.39-M, Volume 10, Chapters 2 and 3. Return to B1 step 5.	
8	Notify DLIS-KI to add NSN to FLIS	(Continued from B1 steps 3 and 4.) Contact DLIS-KI (NATO) Team Leader (Karen Toole) by phone (X4301) or email.	
9	When NSN is in FLIS, close CWT and SAMMS, using ATC OF	Close SAMMS with ATC OF. If DLIS-KI inputs the NSN using the SSR's DCN, SAMMS will automatically clear and ATC will not be required.	
		(END OF PROCESS)	
10	Check NCC by P/N for previous submittal	(Continued from A3 step 23.) The NATO Codification Control (NCC) system contains submitted transactions going to the countries and is found in FLIS Logistics On-Line Access (LOLA) from the main menu screen. If the NCC system option does not appear on the screen, cataloger will have to request access to it from applicable Terminal Area Security Officer (TASO). From the LOLA Main Menu, select "NATO Codification Control," then select "NATO Tracking Data Inquiry." Next, input each SSR P/N (one at a time) in the P/N field and press enter to search.	
11	Was duplicate found?	Did the NCC P/N interrogation result in an NSN match? Yes, continue processing at B2 step 12. No, continue processing at B4 step 21.	

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		ORGANIZATION DLIS-K	PAGE <u>3</u> OF <u>9</u>
SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
12	Was duplicate a reject?	Did the NCC Return to Country Code (RTC CD) field contain a code? These codes are NATO Reject Codes and are defined in DoD 4100.39-M, Volume 4, Chapter 11, Appendix 4-11-F. Yes, continue processing at B3 step 16. No, continue processing at B2 step 13.	
13	Is duplicate closed in NCC?	Select duplicate record in NCC and review data to determine if closed. Yes, continue processing at B2 step 14. No, continue processing at B2 step 15.	
14	Notify DLIS-KI	Contact DLIS-KI (NATO) Team Leader (Karen Toole) by phone (X4301) or email and inform her that the NSN in the NCC is not in the FLIS Total Item Record (TIR) so that appropriate action can be taken to input the NSN.	
15	Is duplicate SSR submitting activity the same as cataloger's SSR?	(Continued from B2 steps 13 and 14.) Are the submitting Activity Codes of the NCC and SSR the same? Yes, continue processing at B6 step 39. No, continue processing at B4 step 25.	
16	Evaluate reject to determine if SSR should be resubmitted	(Continued from B2 step 12 and B4 step 29.) Be sure to check the NCC comments option during the evaluation. If duplicate SSR exists, evaluate reject and contact duplicate SSR's cataloger to coordinate action. If required, restart at appropriate step.	
17	Is SSR being resubmitted?	Yes, continue processing at B4 step 21. No, continue processing at B3 step 18.	
18	Coordinate with submitter	Identify SSR submitter using the SSR Point of Contact (POC) button found in the CWT main screen. For Army and Marine SSRs, coordinate with DLIS-KA/KM. DLIS-KA/KM SSR processing support could take the form of working/resolving any and all issues, providing submitter information to the SSR processor, or concurring to the reject. Allow three (3) days for coordination response. Extensions may be granted, but the SSR MUST be processed within 45 calendar days (internal goal is 30 days).	

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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
19	Submitter agree to reject?	Yes, continue processing at B6 step 39. No, continue processing at B3 step 20.	
20	Elevate and resolve disagreement	Cataloger elevates disagreement to Team Lead and/or supervisor. Team Lead and/or supervisor determines resolution required. Based on resolution, cataloger annotates the CWT Comments field with the name of the person spoken with, his or her phone number, and the resolution reached. Continue processing at appropriate step.	
21	Take prepared NATO Form AC/135-No.7 and tech data to DLIS-KI	(Continued from B2 step 11 and B3 step 17.) Complete and hand deliver NATO Form AC/135-No. 7, Request for Codification and Registration of User-LSA, US Version, with a copy of all available technical documentation to DLIS-KI, LSB Group. The Document Control Number (DCN) in block 040 of the NATO Form AC/135-No. 7 must be identical to the DCN on submitted FLIS transaction. Annotate CWT Comments field with information about any tech data sent with the NATO Form AC/135-No. 7.	
22	Submit LSB through FLIS	When the drawing is identified as Specification Control (do not confuse with Source Control), and the suggested source has a NATO CAGE, the NATO country MUST stocklist the item. Most of the time, the suggested source is the true manufacturer/design control activity. However, if the suggested source/vendor is coded in FLIS as a non-manufacturer, and the true manufacturer cannot be determined, the NSN will have to be assigned by the country where the vendor is located. Currently, a specification control reference number cannot be the primary reference on an NSN.	

(continued)

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TITLE PROCESSING DLA SUPPLY SUPPORT REQUESTS (SSRs) (NATO LSBs)		GUIDE NUMBER DLIS-KC-4-B	GUIDE DATE 13 April 2001
		ORGANIZATION DLIS-K	PAGE <u>5</u> OF <u>9</u>
SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
23	KNN received?	Use LOLA to input LSB transaction. In CWT, under the "Cataloger Action:" section in the "Action Taken:" field, select "LSB" transaction type and input the date the LSB transaction was submitted in the "Date to DLIS-KI:" field and input the appropriate response in the "How Data was found:" field. Was a KNN transaction approval received from LOLA? The KNN sends the transaction to the appropriate country for cataloging action. Yes, continue at B4 step 25. No, continue at B4 step 24.	
24	Correct reject	Decode reject(s) using DoD 4100.39-M, Volume 10, Chapters 2 and 3. Return to B4 step 22.	
25	Submit ATC OBYH and update CWT comments with OBYH and date processed	(Continued from B1 step 6, B2 step 15, and B4 step 23.) Send ATC OBYH to SAMMS. Update CWT "Reject/ProvPC Cd:" block with OBYH and put date in "Date in ProvPC Reject)" block. NOTE: If SSR is a duplicate of another, remember to track the other DCN and take appropriate action based on NCC output and to annotate the information in the CWT Comments field. Do not fill in the "Date Cat Completed:" block until the NSN is in the TIR and SAMMS update has been either submitted or closed.	
26	Response received from DLIS-KI within 90 days?	Yes, continue processing at B4 step 29. No, continue processing at B4 step 27.	
27	Check NCC weekly for response	Check NCC weekly for response from country.	
28	Response found?	Yes, continue processing at B4 step 29. No, return to B4 step 27.	
29	Is response a reject?	(Continued from B4 steps 26 and 28.) Is response from country NCC a reject? Yes, continue processing at B3 step 16. No, continue processing at B5 step 30.	

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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
30	Screen FLIS	(Continued from B4 step 29 and B5 step 32.) Interrogate LOLA and see if NSN is loaded.	
31	Is NSN in FLIS?	Yes, continue processing at B5 step 33. No, continue processing at B5 step 32.	
32	Notify DLIS-KI	Contact DLIS-KI (NATO) Team Leader (Karen Toole) by phone (X4301) or email. Return to B5 step 30.	
33	Are P/N & CAGE same as SSR?	(Continued from B5 step 31.) Are P/N and CAGE the same as originally submitted in CWT? Yes, continue processing at B5 step 35. No, continue processing at B5 step 34.	
34	Submit ATC OJB	Update CWT, PROV-PC, and SAMMS. Changes to the CAGE and P/N in SAMMS must be annotated in the Comments field in CWT. In order to clear SAMMS, the CAGE and P/N on NSN must be EXACTLY as they appear in SAMMS.	
35	Are MOE Rule and management data correct?	(Continued from B5 steps 33 and 34.) Are the SSR submitter's data the same as the NSN data? Yes, continue processing at B6 step 39. No, continue processing at B5 step 36.	
36	Input appropriate transaction to correct data	(Continued from B5 steps 35 and 38.) Use LOLA to input appropriate transaction to correct MOE Rule and management data elements.	
37	KNA received?	Was a KNA transaction approval received from LOLA? Yes, continue processing at B6 step 39. No, continue processing at B5 step 38.	
38	Correct reject	Decode reject(s) using DoD 4100.39-M, Volume 10, Chapters 2 and 3. Return to B5 step 36.	

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SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
39	Is SAMMS closed?	(Continued from B2 step 15, B3 step 19, and B5 steps 35 and 37.) Yes, continue processing at B6 step 41. No, continue processing at B6 step 40.	
40	Input appropriate ATC to close SAMMS	For better customer service on Army SSRs, use ATC OB36 only as a last resort, because it closes the SSR and may regenerate another SSR. See Enclosures 2 and 9 for further ATC information.	
41	Update CWT	(Continued from B6 steps 39 and 40.) Update CWT "Date Cat Complete:" block with date completed in SAMMS and fill in the NSN in the "Assigned FSC" and "Assigned NIIN" blocks.	
42	Are all submitted P/Ns on NSN?	Are all the P/Ns submitted with the SSR on the NSN? Yes, END OF PROCESS. No, continue processing at B6 step 43.	
43	Coordinate with submitter to see if LAR is required	Identify SSR submitter using the SSR Point of Contact (POC) button found in the CWT main screen. For Army and Marine SSRs, coordinate with DLIS-KA/KM. DLIS-KA/KM SSR processing support could take the form of working/resolving any and all issues, providing submitter information to the SSR processor, or concurring to the reject. Allow three (3) days for coordination response. Extensions may be granted, but the SSR MUST be processed within 45 calendar days (internal goal is 30 days). This coordination is to determine if an LAR transaction should be submitted to add the additional submitted SSR P/Ns on the NSN. Annotate the CWT Comments field with coordination results.	
44	Is LAR required?	Yes, continue processing at B7 step 45. No, END OF PROCESS.	

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		ORGANIZATION DLIS-K	PAGE <u>8</u> OF <u>9</u>
SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
45	Is CAGE same country as NSN?	(Continued from B6 step 44.) Is the CAGE code being added from the same country that originally stocklisted the NSN? The country that originally stocklisted the NSN is found by looking at the first two digits (the National Codification Bureau (NCB) Code) of the National Item Identification Number (NIIN). NCB codes are defined in DoD 4100.39-M, Volume 10, Table 9. Yes, continue processing at B7 step 49. No, continue processing at B7 step 46.	
46	Submit LAR	(Continued from B7 steps 45 and 48.) Use LOLA to input LAR transaction to add the additional P/N(s).	
47	KNN received?	Was a KNN transaction approval received from LOLA? The KNN sends the transaction to the appropriate country for cataloging action. This takes time. Yes, continue processing at B7 step 52. No, continue processing at B7 step 48.	
48	Correct reject	Decode reject(s) using DoD 4100.39-M, Volume 10, Chapters 2 and 3. Return to B7 step 46.	
49	Send prepared DD Form 1685 to DLIS-KI	(Continued from B7 step 45.) Complete and send/take DD Form 1685 with a copy of all technical documentation to DLIS-KI, LSB Group. Annotate CWT Comments field with date DD Form 1685 sent to DLIS-KI and close CWT SSR record. NOTE: A Maintenance action will be opened and closed in B7 step 53.	
50	Country concurrence received?	Yes, continue processing at B7 step 52. No, continue processing at B7 step 51.	

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		ORGANIZATION DLIS-K	PAGE <u>9</u> OF <u>9</u>
SYMBOL NUMBER	SYMBOL TEXT	ADDITIONAL INFORMATION	
51	Notify submitter of nonconcurrence	Identify SSR submitter using the SSR Point of Contact (POC) button found in the CWT main screen. For Army and Marine SSRs, coordinate with DLIS-KA/KM. DLIS-KA/KM SSR processing support could take the form of working/resolving any and all issues, providing submitter information to the SSR processor, or concurring to the reject. Allow three (3) days for coordination response. Extensions may be granted, but the SSR MUST be processed within 45 calendar days (internal goal is 30 days). Continue processing at B7 step 53.	
52	Confirm LAR in FLIS	(Continued from B7 steps 47 and 50.) DLIS-KI or the country is responsible for inputting LAR transaction to add the additional P/N(s). Therefore, cataloger must interrogate LOLA weekly to see if the LAR action has been completed. When LAR has processed, annotate CWT Comments field with date it processed in FLIS.	
53	Update maintenance entry in CWT	(Continued from B7 steps 51 and 52.) Cataloger must create and close a record in the "Maintenance" section of the CWT on the same day that the transaction was completed. <div style="text-align: center;">(END OF PROCESS)</div>	

STANDARD SSR CATALOGING DATA ELEMENTS

Listed below are common data elements and their current required standardized responses. If a data element is not listed, and a response is needed, use the appropriate cataloging rules, tools, and reference volumes to make a determination.

1. MOE Rule Data (B Segment) – MOE Rules can be determined by using DoD 4100.39-M, Volume 13.
2. Acquisition Method Code (AMC)/Acquisition Method Suffix Code (AMSC) – See DoD 4100.39-M, Volume 10, Table 71 and PFG DLIS-KC-4-A, step 89.
3. Navy SSRs will be assigned collaborator codes. The Navy submitter code serves as the collaborator code.
4. Army SSRs will be assigned receiver codes. The Army submitter code serves as the receiver code.
5. Air Force and Marine Corps do not use receiver/collaborator codes.
6. Reference/Part Number Data (C Segment) – See DoD 4100.39-M, Volume 10, for Reference Number Category Code (RNCC), Reference Number Variation Code (RNVC), and Document Availability Code (DAC) assignment.

ACTION TAKEN CODES (ATCs) FOR DLA-MANAGED ITEMS

The following ATCs are authorized for use when cataloging DLA-managed items. They appear in the Cataloging Workload Tracking (CWT) System with abbreviated definitions and are shown as "Reject/ProvPC" codes.

INFO	ATCs should not be used when processing Clothing & Textiles, Subsistence or Medical items.
FSC	Items on hold due to Log Loss/Log Gain brownout (Logistics Reassignment).
OB02	Reject SSR – P/N and CAGE identify a military drawing which was not received.
OB13	Reject SSR – The CAGE is missing or in error; IMM is unable to correct.
OB14	Reject SSR – The P/N is missing or in error; IMM is unable to correct.
OB19	Reject SSR – The P/N and CAGE are missing or in error; IMM is unable to correct.
OB20	Reject SSR – The manufacturer advises the P/N is nonprocurable or unidentifiable.
OB36	Reject SSR – Returned for reason not covered by an existing ATC. (Click "N" at bottom of OB36 screen to bring up required clear-text input screen.)
OB63	Reject SSR – Item managed by NSA, DNA, TACOM or a Service.
OB70	Reject SSR – Nondefinitive UI and quantitative expression were not received.
OBYC	Use OB63 – P/N submitted is classified to an FSC which is managed by another IMM.
OBYH	Foreign Manufacturer – Submit OBYH and put OBYH and date processed in comments.
OBYK	Use OB63 – Reject SSR – NSN managed by another DOD manager.
OD	Transfer SSR – FSC managed by another DLA ICP.
OE	Use OB36 – Reject SSR – Data received is inadequate for cataloging.
OF	Match to existing NSN (not for use with AAC "Y").
OI	Use OB36 – Offer a substitute or alternate CAGE or P/N. (OI does not work in SAMMS.)
OJB	Interim – Use to correct CAGE and/or P/N. (Wait maximum of three days before continuing to process.)
OO	Offer a substitute or alternate NSN (not for use with AAC "Y").
OR34	Possible Match – CAGE and/or P/N are not an exact match.
OS	Reconfigures Original DCN – Submit YDH.

GUIDANCE FOR CATALOGING BAR CODES ON DLA-MANAGED ITEMS

A. Reference DoD 4100.39-M, FLIS Procedures Manual, Volume 2, page 2.9-9.

B. Instructions for Cataloging Bar Codes on DLA-Managed Items:

(NOTE: Generic CAGE Code "1UPC1" should only be used when a valid CAGE Code is not available.)

1. Check the Universal Directory of Commercial Items (UDIC) (<http://www.gidm.dlis.dla.mil>) by using the link in the CWT (the UPC EAN button (blue ball & red ball) at the bottom of the SSR New Item Screen; then clicking the "Inquire" ball to access the Cross-Reference Inquiry Screen).

a. Search by Commercial and Government Entity (CAGE) Code to see if the manufacturer is a Uniform Code Council (UCC) member.

b. If the company is a UCC member, call their UCC Point of Contact (POC) (shown in the inquiry results under the UCC Address Info) and ask for the commercial bar code for the item being cataloged, in the Unit of Issue that the SSR requires.

c. The "Lead Digit" (first digit and/or position of the UPC bar code) must be a 0, 6, 7, or 3. If the bar code provided does not begin with 0, 6, 7, or 3, ask for the "Lead Digit."

d. Ask the UCC POC to fax or email the bar code number. The fax or email will become part of the SSR tech data package and will be used to verify the accuracy of the bar code number provided on the phone and the reference number bar code input in FLIS. If the UCC POC will only provide the bar code verbally (will not send it in a follow-up fax or email), annotate the CWT "Comments" field accordingly. If there is a charge for the requested fax or email, obtain supervisory approval before agreeing to the charge. If supervisor does not agree to the charge, annotate the CWT "Comments" field accordingly.

2. An active bar code number for a DLA-managed item should be assigned Reference Number Category Code (RNCC) 5, Reference Number Variation Code (RNVC) 1, and Drawing Availability Code (DAC) U.

EXCEPTIONS:

a. A DLA-managed item that has an active bar code number that is the only reference, and it is also a valid part number, should be assigned RNCC 3, RNVC 2, and DAC U.

b. A DLA-managed item that has an active bar code number that is the only reference, but it is not a valid part number, should be assigned RNCC 3, RNVC 1, and DAC U.

3. When a manufacturer's part number becomes obsolete, so will its bar code number. For tracking purposes, an obsolete bar code number should be assigned RNCC 5, RNVC 9, and DAC U.

4. The manufacturer's actual CAGE Code should be recorded with the commercial bar code. If an Emergency NSN Request is received without a manufacturer's CAGE Code (this will not happen with SSRs received electronically), return it to the originator (he/she must follow normal CAGE Code assignment procedures). With exception of paragraph 5 below (proprietary data when the bar code and the part number are the same), if a valid CAGE Code is not available, then (and only then) will the generic CAGE Code "1UPC1" be recorded with the commercial bar code. **Remember: Except for proprietary data when the bar code and the part number are the same, "1UPC1" will not be used when a valid CAGE Code is available or one can be assigned.**

5. For proprietary data, when the bar code and the part number are the same, two (2) LAR transactions must be input. (**NOTE:** Because DAC B, D, F, or H must be used on the first LAR, it is necessary to have a second LAR with a DAC U.)

a. In the **first LAR**, for a DLA-managed item, use the manufacturer's actual CAGE Code, RNCC 3, RNVC 2, DAC B, D, F, or H, reply to Master Requirements Code (MRC) PRPY, and reply to MRC FEAT in clear text stating that the bar code and the part number are the same for both CAGE Codes and that the item is proprietary.

b. In the **second LAR**, for a DLA-managed item, use 1UPC1 for the CAGE Code, RNCC 5, RNVC 1, and DAC U.

6. Annotate the CAGE Code and the bar code number as an additional reference in the CWT (under the Item Information tab on the New Items screen).

13 April 2001

RESEARCH CHECKLIST

(for DLA-Managed Items)

Check (x) each applicable box as you complete that action. Not all boxes will be checked.

PCC:	DOR:	ISN:
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1. INTERROGATE FLIS and NMCRL (for matches to existing NSNs)	
a. CAGE	
b. Part Number	
c. NSN assigned? If yes, what is the NSN?	
d. Item Name – FSC	
e. NCC (query by part number) Are there multiple DCNs for same P/N? <i>Note: If there are multiple DCNs for the same P/N, notify senior technician.</i>	
f. Characteristics search	
g. Supplier Name: check for associated CAGEs	
2. Check CWT (camera or sent to JEDMICS, remember to wait 3 days for camera and 10 days for data sent to JEDMICS)	
3. MEDALS (identifies the repository for the drawing) or PC JEDMICS (download drawing). (If nothing is available, ask manufacturer.)	
4. CAGE POC database- check for contacts, datasheets, catalogs, etc. Call manufacturer to verify P/N and, if necessary, obtain tech data if at no cost to the government. (Note: Obtain bar code information IAW instructions in PFG DLIS-KC-4, Enclosure 3.) Manufacturer POC: Phone number: FAX number: If necessary, send e-mail to update CAGE File/NATO CAGE POC database.	
5. If drawing is not available from above, check the following: a. ASPECT – Vendors (Electrical/Electronic items) b. WIZnet – Vendors (all types of items) c. ASSIST – Specs and Standards (http://astimage.daps.dla.mil/online/) d. STINET – (http://www.dtic.mil/stinet/str/dodiss4_fields.html) e. Internet/World Wide Web – Thomas Register, Hoovers, etc. f. Hard-copy vendor catalogs g. Contact DLIS Service POC h. Contact Submitter i. USA INFO – Specs and Standards (last resort due to associated cost)	
6. H2/H4/H6/H8 HANDBOOKS (use only when LOLA is down)	
7. FIIGs	

Revised 4/13/01

AH-64B Apache Item Exceptions
(Activity Code CT/Weapons System Code 61)

Technicians have experienced problems trying to obtain technical data on Apache items. To preclude future problems when stocklisting, technicians should follow the guidance below when an item is determined to be part of the Apache Weapons System.

Technical documentation is not available for Apache items because the Army did not purchase it. Therefore, the cataloging technician **should not attempt to order or obtain data** for such items. Data will not be available via JEDMICS either. Per DLIS procedures on SSR processing, cataloging technicians are required to verify the CAGE/Reference Number prior to NSN assignment.

Catalogers should not contact external POCs directly. They should direct questions/concerns to the appropriate internal DLIS POC (internal POC list available on the CWT).

Offered Items with Futures Data (Effective Dated)

The steps below should be followed when offering a substitute/alternate NSN that has effective-dated futures data.

1. Coordinate with the customer to determine if offer is acceptable. If the effective date on the offered NSN is less than the expiration date (30 day internal goal) on the SSR, wait until the effective-dated action processes, then offer the NSN.

2. Coordinate with the customer to determine if offer is acceptable. If the effective date on the offered NSN is greater than the expiration date (30 day internal goal) on the SSR, initiate an "OB36" with a clear-text reply. If recorded as a user, and the offer is acceptable, the submitting activity should be able to process a requisition against the offered NSN. If the submitting activity is not recorded as a user, but the offer is acceptable, add their MOE Rule, with a zero effective date.

3. **Whenever possible, do not offer an NSN with an effective date.** However, a situation may arise where an effective date was assigned after the offer was sent, but before the submitting activity could accept or decline. This causes the system to generate a "68" advice code and also causes the DCN to reformat. When this happens:

a. Contact the customer to advise them of the status of their request, initiate an "OS" to regenerate the DCN to its original configuration, then continue with step 1 or 2 above, as applicable.

b. Contact the customer to advise them of the status of their request. Initiate an "OB36" as an overlay to the original action (i.e., "OO," "OF," etc.) with a clear-text reply. If recorded as a user, and the offer is acceptable, the submitting activity should be able to process a requisition against the offered NSN. If the submitting activity is not recorded as a user, but the offer is acceptable, add their MOE Rule, with a zero effective date.

SENDING SSR DATA TO THE CENTRAL DATA LIBRARY (CDL)

Only send data to the CDL that is not already in the camera, that was sent to the cataloger from the CDL, or that was sent directly to the cataloger from a source other than the CDL, and be sure to include a copy of the SSR containing the completion date.

(NOTE: New data and data provided from the CDL are scanned into the camera; drawings with completed SSRs attached are sent to JEDMICS; everything else (i.e., TIR and SAMMS screen prints, extra copies of SSRs, handwritten notes, etc.) is just thrown away.)

If a package containing a CDL-provided drawing is being transferred, it must be returned to the CDL, by a designated POC or alternate, for reassignment to the new Branch. There is no need to Xerox and give a copy of the drawing to the new Branch as the CDL will log and forward the original to them.

If an SSR required an OD transfer to GSA and the drawing the cataloger sent to GSA was CDL-provided, send a copy of the completed SSR, with an annotation that the drawing was sent to GSA, to the CDL via the Branch CDL POC.

Special Instructions for CECOM Supply Support Requests (SSRs)

Do not reject any Army SSRs with Activity Code CL or CU without coordination with DLIS-KACA. DLIS-KACA should be contacted and notified of all proposed SSR rejects and substitute offers before they are processed. That includes all Action Taken Codes (ATCs) identified in PFG DLIS-KC-4, Enclosure 2, except "OD." Any ATC that will result in non-support or substitute offers of Army CECOM requirements must be coordinated with DLIS-KACA. The Army CECOM Business Plan requires the active participation of DLIS-KACA personnel in the Army CECOM SSR process and the DLIS-K Process Flow Guide requires coordination before the SSR is rejected. If there is no other recourse, DLIS-KACA will concur to an ATC reject, if valid, and help the CECOM/Army people reprocess their SSR.

Do not contact CECOM personnel in Ft. Monmouth on SSR issues. DLIS-KACA is the first point of contact. DLIS-KACA will resolve all reject issues and possible substitute offers. DLIS-KACA will reply within three (3) days with an interim message. If more time is required, DLIS-KACA will negotiate for the required time to process the SSR. If engineering or contractor support is required, DLIS-KACA will contact CECOM at Ft. Monmouth.

Do not reject SSR due to lack of technical data. Lack of technical data is not a valid reason for rejecting an item of support if a valid part number (P/N) and CAGE are available. With valid P/N and CAGE, research the item for possible vendor technical data for NSN assignment. If data cannot be obtained, email DLIS-KACA for assistance to obtain it, if available. If during the research process a vendor does not recognize a part number that does not mean the item is not procurable or obtainable. Please contact DLIS-KACA for assistance.

If assistance is required on SSRs, send requests to the CECOM mailbox (cecom@dlis.dla.mil) with a brief description of requirements (PCC:, ISN:, Part Number/CAGE minimum), in accordance with PFG DLIS-KC-4, Processing DLA SSRs, and the DLA-SSR POC information in the CWT.

Action Taken Codes (ATCs) that Must be Collaborated with DLIS-KA (Army)

ATCs	AMCOM	CECOM	ACALA	SBCCOM	TACOM
INFO					
FSC					
OB02		X			X
OB13		X			X
OB14		X			X
OB19		X			X
OB20		X			X
OB36	X	X			X
OB63		X			X
OB70		X			X
OBYC – Use OB36					
OBYH		X			X
OBYK – Use OB36					
OD					
OE – Use OB36					
OF		X			
OI – Use OB36					
OJB		X			
OO		X			
OR34		X			X
OS		X			
KC contact MSC personnel	Yes	NO	YES*	YES**	NO

*DLIS-KABC personnel will help locate technical data for ACALA-initiated SSRs.

**Current SBCCOM process--DLIS-KABB is trying to get more involved in the process.

X = Must be collaborated internally with DLIS-KA, via established electronic mailboxes.

Blank = SSR can be rejected without DLIS-KA internal collaboration. Also, for other than CECOM and TACOM, if box is blank, cataloger may at his or her discretion, contact the activity to work out problem resolution prior to rejecting the SSR. NOTE: catalogers cannot contact CECOM and TACOM.

**NAVICP-M MANAGED SPECIAL MATERIAL IDENTIFICATION CODES
(SMICs)**

(SMICs that DLA Should Not Manage)

SUBSAFE/LEVEL 1 GROUP

- C1 An item that requires special cleaning and packaging for oxygen/nitrogen service (e.g., valves, piping systems, generators) which also must meet the requirements of Level 1.
- L1 An item that supports either a SUBSAFE or Level 1 system that has undergone the extreme material control and quality assurance techniques that provide objective evidence of its acceptance for its appropriate application. Each item has certification papers (or special markings that provide traceability to the certification) that pedigree its material and physical properties, provide traceability to manufacturer, contract list and lot, and document the quality assurance system and test requirements applied to the item.
- Q3 Item that supports a Level 1 or SUBSAFE critical system that has undergone quality assurance during the acquisition process.
- SB SUBSAFE items (covered by SMIC SS) for which special cleaning and packaging for oxygen service is required.
- SQ Submarine antenna quality assured material.
- SS An item in support of the SUBSAFE program that meets all the requirements for L1 coding. In addition, the installation of this item in critical (SUBSAFE) systems requires that the vital attributes of the item be pedigreed further by 100% non-destructive tests. These tests are primarily radiography, but may include magnetic particle, dye penetrant, and/or ultrasonic testing.
- S1 Surface ship Level 1 material.
- VG Equipment and/or parts requiring special material control and quality assurance which support surface or submarine application. Special cleaning and packaging for oxygen/hydrogen service is required.

DEEP SUBMERGENCE GROUP

- DG An item that requires special cleaning and packaging for oxygen/hydrogen service (e.g., valves, piping systems, generators).
- DS DEEP SUBMERGENCE.
- D0 An oxygen/hydrogen clean item that supports Deep Submergence Systems that has undergone the extreme material control/quality assurance techniques that provide objective evidence of its acceptance for appropriate application. Each item has certification papers or tags stating where certification papers are on file that pedigree its material and physical properties, provide traceability to manufacturer, contract list and lot, and document the quality assurance system/test requirements applied to the item.
- D4 An item that supports Deep Submergence Systems that has undergone the extreme material control/quality assurance techniques that provide objective evidence of its acceptance for appropriate application. Each item has certification papers or tag stating where certification papers are on file that pedigree its material and physical properties, provide traceability to manufacturer, contract list and lot, and document the quality assurance system/test requirements applied to the item.

EXPLOSIVE ORDNANCE DISPOSAL (EOD)

- ED Explosive ordnance disposal tools/equipment
- ES EOD non-magnetic oxygen clean material.

UNDERWATER

- VJ Swimmer support system (S-0417-SW).
- VS Diving equipment.

HOW TO ORDER A DLA DRAWING VIA DSCC-VTA JEDMICS

This procedural guidance is valid until DLIS-KCA is advised of, superceded or replaced by, guidance instructions from DSCC-VTA.

When a Drawing is located in MEDALS (anywhere) other than DSCC, the cataloger should send a request for the drawing to DSCC-VTA (See procedure for ordering drawings below).

DSCC-VTA will download the drawing from the other repository, and notify the requester when the drawing is available DSCC-VTA JEDMICS for viewing.

Research using the tools (see RESEARCHhelps.doc below), sites where a drawing might normally be found, and no drawing is found. Sending the drawing request format below to DSCC-VTA will document the request for DSCC to start searching the other JEDMICS repositories. DSCC may submit a purchase request to the Manufacturer for the drawing.

When the drawing is available in JEDMICS for review, or the drawing cannot be located or purchased, DSCC-VTA will respond via email reply to the submitter with one of three options (see guidance below).

1. Drawing loaded into JEDMICS
2. Drawing not available
3. Drawing requested by FAX



RESEARCHhelps.doc

How to Order a Drawing: (Initial guidance sent by DLIS-KCA via email on 8/19/98)

DSCC-VTA requests the cataloger submit drawing requests via e-mail to the following address:

laura_washington@dsc.dla.mil <mailto:laura_washington@dsc.dla.mil> with a copy to cheryl_sheppelman@dsc.dla.mil <mailto:cheryl_sheppelman@dsc.dla.mil>. One of these two people will input the request into the DSCC-VTA workload for tracking. DSCC-VTA will send the requester, A completion “**return to sender**” e-mail when the data is loaded in JEDMICS or when DSCC-VTA is unable to locate the drawing.

The information required on the request is CAGE and Document/Reference Number; FSC (or NSN if known); Document Data Code (if known - otherwise DSCC-VTA will obtain any or all DDCs available); Revision Level (if known - otherwise DSCC-VTA will obtain the latest revision level, if found); and the requesting person's name, DLIS office symbol, and DSN phone number.

Please refer to “sample request” below:

Request DSCC-VTA Order dwg: (CAGE) 80063 (Dwg Number) SM-C-771364; FSC 5855; Rev H
Deb Armstrong; DLIS-KCA; DSN: 932-4144

Or if revision and DDC are unknown:

Request DSCC-VTA Order dwg: (CAGE) 14933 (Dwg Number) 83023; NSN 5998-01-300-7834
Deb Armstrong; DLIS-KCA; DSN: 932-4144

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The **“return to sender” email message** from DSCC-VTA will be nothing more than **“drawing loaded in JEDMICS.”**

If the drawing cannot be found through service/manufacturers repositories, the cataloger will get an email message that states, **“drawing not available.”**

If DSCC-VTA utilizes a manual request to a repository that is not accessible through PCJEDMICS, DSCC-VTA will provide an interim email message of, **“drawing requested via FAX.”** The “drawing requested via FAX,” could take 60-90 days before the repository responds to DSCC-VTA with a hard copy drawing.

Catalogers should annotate the CWT and continue to process the SSR/QDB/Maint. Item. When the cataloger receives the final message that the drawing is loaded. the cataloger can view the drawing in DSCC JEDMICS.

All costs to find/purchase a drawing will be incurred by DSCC-VTA, not the DLIS requester.

Make sure that your entire support contingent has JEDMICS passwords for DSCC. If folks require access to DSCC JEDMICS, work with your TASO to get fill out the appropriate paperwork to request access.

RESEARCH/DOCUMENTATION HELPS

1. **FLIS** – Interrogation/s - Check current TIR (Total Item Record), CageC Status Code.
Screen all new P/Ns that are provided based on the Girder Code, and additional P/Ns found during research for possible Dupes.
2. **SAMMS** – Screen DLA ICP SAMMS, SPTD, OPTION's. Check for Cage/P/Ns and Other data that is not in the FLIS TIR.
3. **JEDMICS** – Screen Columbus JEDMICS for Dwgs first. If no Dwg exists here use the options for obtaining tech data. (Tech Data: Includes, Dwgs, Catalog Pages, Web pages, etc)
4. **MEDALS** – on the Web – Check Medals for Dwgs that may reside in other JEDMICS sites on the NSN. www.dlis.dla.mil/medals/

If drawings are not available from above, check the following Web Sites for Tech Data.
Each Web site is followed by a brief explanation to assist in the research:

5. **ASPECT** – Vendors (Electrical/Electronic items) <http://www.aspectweb.com>
to initialize a search click on “eContent”, then choose either VIP Electronics, which will give many of the commercial entities or choose Military Electronics, which provides much of the electronic info associated with the government. BOTH of these are searchable using a part number.
6. **IHS product called CatalogXpress** - These are the vendor catalogs that IHS has to offer.
This is the ONLY product that we (DLIS) are utilizing from I H S
Please follow the instructions below to access this product.
 1. Use Internet Explorer or Netscape www.ihserc.com <<http://www.ihserc.com>> (or click on the blue underlined text)
 2. Click on login on the left hand side of the screen
 3. username: dlacreek password: battlemi
 4. submit
 5. Under the middle set of applications titled Catalog Applications click on the link titled CatalogXpress (it is underlined in blue)
 6. Enter the appropriate search criteria.

Catalog Express is the ONLY application we are authorized to use.

7. **WIZnet** – Vendors (all types item) <http://www.wiznet.net>
Access Wiznet by going to Overview. It will provide information about the Products and Services. This is a registry-required site. Actual page, on which to register, is not readily available, therefore suggest registering through e-mail, use the contact button. This site may also be accessible through <http://www.usainfo.com> which many are already signed up.

8. **ASSIST** – Specs and Standards <http://astimage.daps.dla.mil/online/>
Also called Assist on-line. Registry required but easy. Go to Registration and access button to sign up as a user. Browse freely through the multitudes of Specs, Standards.
9. **STINET** – http://www.dtic.mil/stinet/str/dodiss4_fields.html
This site has excellent access to scientific and other technical documents. There is a DODISS site that has information on Specs/Standards.
10. **Internet/World Wide Web – Thomas Register** - <http://www.ThomasRegister.com>
This is a site where companies can sign up to become known and advertise products. Complete the free membership form, and browse or search. Search by a company: name, a product or service and its provider, or brand name and who makes it.
11. **DSCR** - Product Centers – <http://www.dscr.dla.mil/pcs.htm> - Custom Searches.
12. **PCLINK 3.04** – New features 8/29/00 – <http://www.dlis.dla.mil/link.htm> tells all about LINK, Quick Tips, How to Use LINK. Read the How to Register Section. How to Use LINK Tells all about PCLINK. After reading and registering, go into LINK <https://www.link.dla.mil>
13. **CAGE/POC Database** (icon on desktop) – Used to help locate Hardcopy Vendors Cataloges \ within the CDL or POC internal/external who can assist in finding the Tech Data.
NOTE:
If new info is found, such as a add/change, address, Phone/Fax in POC info, send an e-mail to update CAGE/POC Database file.(the change request is found in the CAGE/POC DB, bottom of the page).
8. **CDL** – Hard copy vendor Catalogs – The CDL may have hard copy vendor Catalogs that have not been input to the CAGE/POC Database yet.
9. **CD Fiche** – Can be used however it's not up-to-date. ICON on desktop.
14. **USA INFO** – Specs and Standards (last resort due to associated cost) <http://usainfo.com>